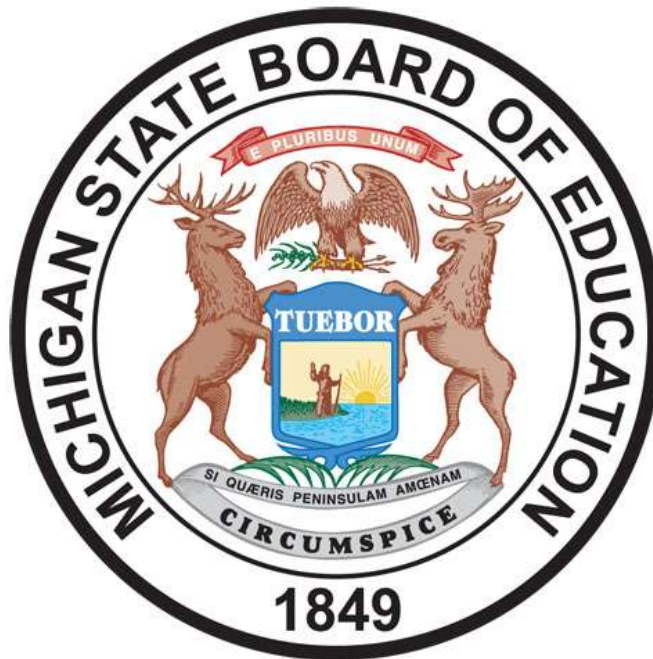


**Office of Professional Preparation Services**

**REFERENCE MANUAL**  
**2012**



[www.michigan.gov/opps](http://www.michigan.gov/opps)

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## GENERAL CERTIFICATION QUESTIONS

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<b>Whiteside, Stephanie</b>	<a href="mailto:WhitesideS@michigan.gov">WhitesideS@michigan.gov</a> Professional Standards and Practices; Certificate Suspension and Revocation	(517) 335-1167
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<b>vacant</b>	Teacher Certification Applications/Issues	(517) 373-0699

# OFFICE OF PROFESSIONAL PREPARATION SERVICES

## About the Office

Michigan law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit, or vocational authorization valid for the positions to which he/she is assigned. Within the Michigan Department of Education, the Office of Professional Preparation Services (OPPS) is the organizational unit to which compliance with this requirement is assigned.

This office fosters the educational achievement of all Michigan youth and adults by ensuring that all professional school personnel complete quality preparation and professional development programs that meet standards established by the Michigan State Legislature, the State Board of Education, and the Superintendent of Public Instruction.

The mission of the OPPS is to provide leadership through collaboration with intradepartmental units, other state and federal agencies, professional organizations, higher education institutions, and school districts to develop, implement, monitor, and improve the efficiency and effectiveness of systems for the preparation, licensure, approval, and continued professional development of Michigan's Pre-K-12 educational personnel.

The OPPS consists of two units. Professional Preparation and Development Unit (PPD) and the Client Services Unit. PPD is responsible for the review of teacher preparation institutions and their programs, and identification of professional learning opportunities for novice and experienced teachers. The Client Services Unit works with educators, and local school districts to issue certificates, permits, authorizations, and approvals.

Dr. Flora L. Jenkins, Director  
Phone: (517) 335-9985  
Email: [JenkinsF@michigan.gov](mailto:JenkinsF@michigan.gov)

## **PROFESSIONAL PREPARATION AND DEVELOPMENT UNIT**

The mission of the Professional Preparation and Development Unit is to ensure, with and through other programs and agencies, that high professional standards of quality are established, applied, and maintained in a systematic manner for: the development, design, and approval of preparation programs for pre-service educational personnel; the assessment of required skills and knowledge for certification; and the professional development of educational personnel.

Leah Breen, Assistant Director and Supervisor

Phone: (517) 335-0874

Email: [BreenL1@michigan.gov](mailto:BreenL1@michigan.gov)

### **Reviewing the Development, Design, and Approval of Educator Preparation Programs is addressed by:**

#### **Initial Approval of an Institution as a Teacher Preparation Institution**

Institutions seeking initial approval to offer teacher preparation programs must meet standards approved by the State Board of Education (SBE).

- Ms. Leah Breen (517) 335-0874

#### **Teacher Preparation Institution Units**

Institutions approved for teacher preparation are reviewed periodically through national accreditation bodies. As a partnership state both with the National Council for the Accreditation of Teacher Education (NCATE), Teacher Education Accreditation Council (TEAC), Michigan and these accreditation bodies share information and processes.

- Mr. Thomas Bell (517) 574-0301
- Dr. Steven Stegink (517) 241-4945
- Leah Breen (517) 335-0574

#### **Specialty Program Standards Development and Program Approval**

Specialty programs that meet Michigan standards and requirements are approved by the SBE. These programs prepare candidates for certificate endorsements at the undergraduate (majors and minors) and graduate levels.

- Dr. Sarah-Kate LaVan (517) 373-7861
- Dr. Steven Stegink (517) 241-4945
- Mr. Thomas Bell (517) 574-0301



## **Administrator Certificate Endorsement Programs and Standards**

State professional organizations that represent school administrators may apply for approval of programs designed to add endorsements to the voluntary administrator certificate, as provided in the Michigan's Revised School Code 380.1536.

- Mr. Rajah Smart (517) 335-6615

## **Alternative/Experimental Teacher Preparation Approaches**

Approved Michigan teacher preparation institutions may request waiver of some requirements for trying out research-based new approaches to prepare teachers.

- Ms. Leah Breen (517) 335-0874
- Mr. Rajah Smart (517) 335-6615

## **Assessing Skills and Knowledge Required for Certification is addressed by:**

### **Michigan Test for Teacher Certification**

This is a mandated testing program that requires each candidate for teacher certification to pass examinations. This program consists of three types of examinations: basic skills test (reading, writing, and mathematics), specialty area examinations for each endorsement area in which an individual seeks to teach, and a comprehensive elementary examination for those seeking elementary certification.

- Dr. Steven Stegink (517) 241-4945

## **Professional Development of Educational Personnel is addressed by:**

### **Professional Development for Michigan Educators**

Michigan schools are expected to meet Michigan's requirements for professional learning as defined by the SBE and provided in Michigan's Revised School Code Section 380.1527. Leadership, interpretation, and recommendations are provided.

- Ms. Donna L. Hamilton (517) 241-4546
- Dr. Sarah-Kate LaVan (517) 373-7861

### **New Teacher Induction/Teacher Mentoring Program**

Michigan schools are expected to meet Michigan's requirements of Section 380.1526 and implement new teacher induction, teacher mentoring program. Leadership, support, technical assistance, and monitoring of the new teacher induction/teacher mentoring programs are provided.

- Dr. Sarah-Kate LaVan (517) 373-7861
- Ms. Donna L. Hamilton (517) 241-454

### **ESEA Title, Part A(3) Competitive Professional Grant Program**

This is a federal grant program, which awards grants to higher education institutions to provide professional development opportunities for new and practicing teachers in the core curricular subjects in partnership with local high-need education agencies.

- Ms. Donna L. Hamilton (517) 241-4546

## **Administrative Assistance and Support to Advisory Groups is addressed by:**

### **Teacher Examination Advisory Committee**

Makes recommendations to the Superintendent of Public Instruction regarding the selection and development of basic skills and subject area examinations for the Michigan Test for Teacher Certification (MTTC).

- Dr. Steven Stegink (517) 241-4945

### **Standing Technical Advisory Council**

Advises the SBE and the Teacher Examination Advisory Committee on the validity, reliability, and other technical standards of the Michigan Test for Teacher Certification.

- Dr. Steven Stegink (517) 241-4945

## CLIENT SERVICES UNIT

The mission of the Client Services Unit is to ensure that all educational personnel seeking certification who meet all legal requirements are processed in an expedient and efficient manner, and to ensure that Michigan schools employ fully certificated educators for positions requiring state licensure. This mission is accomplished through:

1. **Dissemination**  
Client Services Unit staff provide accurate and up-to-date information regarding certification rules and regulations and are responsible for responding to individual applicants, state agencies, legislative offices, institutions of higher learning, local and intermediate school districts, public school academies, private schools, and professional organizations.
2. **Technical Assistance and Support**  
The Client Services Unit conducts in-service sessions, seminars, webinars and podcasts for faculty and staff of the teacher preparation institutions and administrative personnel of school districts, public school academies, and other organizations regarding existing, revised and/or new certification rules, regulations, policies and/or procedures concerning educational personnel.

Krista D. Ried, Supervisor  
Phone: (517) 373-6791  
Email: [Ried K@michigan.gov](mailto:Ried K@michigan.gov)

The Client Services Unit continually reviews, approves, and processes the following:

### **OVERVIEW OF ALL EDUCATOR CERTIFICATIONS addressed by:**

#### **No Child Left Behind Regulations for Teachers and No Child Left Behind Regulations for Teachers and Paraprofessionals**

Provides technical assistance to local and intermediate school districts and public school academies regarding the Highly Qualified (HQ) teacher requirements and requirements for Title I funded paraprofessionals at: [www.michigan.gov/mde-hq](http://www.michigan.gov/mde-hq)

- Ms. Krista D. Ried, Supervisor (517) 373-6791

#### **State Continuing Education Clock Hours (SCECHs formally SB-CEUs)**

Provides school administrators, school psychologists, school counselors and holders of professional education and/or occupational education teaching certificates an alternative to the use of college credit for certificate renewal, in compliance with the policies and procedures established by the State Board of Education (SBE).

- Ms. Claudia Nicol (517) 241-4928

## **Nullification of Certificates and/or Endorsements**

Administers the nullification of one or more endorsements on a teaching certificate or a grade level on the certificate upon request (if the endorsement has been held but not used for 12 years or more). Once nullified, the endorsement or certificate level may never be reissued.

Requests for nullification must be submitted in writing to:

The Office of Professional Preparation Services  
P.O. Box 30008  
Lansing, MI 4809

- Ms. Krista D. Ried, Supervisor (517) 373-6791

## **Revocation and Suspension of Certificates**

Investigates instances of teachers and other certified or approved school personnel with criminal convictions or fraudulent use of teaching certificates, and administers actions to grant with conditions, suspend and/or revoke, or deny certificates when appropriate.

- Ms. Stephanie Whiteside (517) 335-1167

## **Troops to Teachers Program**

Provides opportunities for active duty and reserve military personnel to transition to classroom teaching as a second career. Participants must be certified and may receive financial assistance. The focus is upon high-needs schools in the content areas of mathematics, science, special education, and world languages.

- Ms. Edwardeen Jones (517) 373-9732

## **Teaching Certification addressed by:**

### **Advanced Certificate Renewals and Audits**

Provides guidance to applicants for the renewal of professional education certificates.

- Ms. Debbie Barlow (517) 373-6892
- Ms. Cheryl Lombard (517) 335-3201

### **Alternate Routes to Certification**

Reviews university, school district, intermediate school district and/or professional organization program applications to offer alternate routes to certification, which may or may not include the issuance of the interim teaching certificate.

- Mr. Rajah Smart (517) 335-6615

### **Higher Education Act Title II Reporting**

This is a federally-required report based on the status of teacher preparation programs in graduating successful teacher candidates.

- Dr. Ghada Khoury (517) 373-1925

## **National Board for Professional Teaching Standards**

Is a federal and state subsidy grant program for teacher candidates seeking National Board certification awarded by the National Board for Professional Teaching Standards (NBPTS). The federal and state subsidy programs will each support up to one half of the cost of an application for certification. Grants awarded annually to teachers on the basis of demonstrated interest and availability of funds.

- Ms. Krista D. Ried, Supervisor (517) 373-6791

## **Two-Year Extended Provisional Certificates**

Individuals with expired provisional certificates who do not meet the requirements for a Provisional renewal may be eligible for a two-year extended provisional certificate under certain conditions. The extended provisional certificate is valid for two calendar years and is nonrenewable. Individuals who fail to complete all requirements for the professional education certificate during the two-year validity period of the extended provisional certificate will not be granted additional renewals of their provisional certificate.

- Mr. Terry Simpson (517) 335-0580

## **Military and Peace Corps Extensions**

Individuals may request an extension on any educator certificate due to active military duty, or Peace Corps experience.

- Ms. Edwardeen Jones (517) 373-9732

## ❖ Out of State

### **Additional Endorsements: Provisional and Professional Certificates**

Evaluates state approved endorsement programs completed at a teacher preparation institution outside the State of Michigan.

- Ms. Beatrice M. Harrison (517) 241-0046
- Mr. Jim Sory (517) 335-0583

### **Evaluations: Provisional and Professional Certificates**

Evaluates state approved teacher programs completed at institutions outside the State of Michigan and out-of-state educator credentials.

- Ms. Beatrice M. Harrison (517) 241-0046
- Mr. Jim Sory (517) 335-0583

## **Administrator Certification addressed by:**

### **Advanced Certificate Renewals and Audits**

Provides guidance to applicants for the renewal of administrator certificate.

- Ms. Debbie Barlow (517) 373-6892
- Ms. Cheryl Lombard (517) 335-3201

### **Evaluations: Provisional, Professional, and Administrator Certificates**

Evaluates state administrator preparation program applications completed at institutions outside the State of Michigan and out-of-state educator credentials.

- Mr. Rajah Smart (517) 335-6615

### **Specialty Endorsement and Enhancements to Administrator Certificates**

Reviews professional organizations program applications to add endorsement to the administrator certificate.

- Mr. Rajah Smart (517) 335-6615

## **School Counselor Certification addressed by:**

### **Advanced Certificate Renewals and Audits**

Provides guidance to applicants for the renewal of school counselor licenses.

- Ms. Debbie Barlow (517) 373-6892
- Ms. Cheryl Lombard (517) 335-3201

### **School Counselor License and Authorizations**

Evaluates state approved school counselor applications completed at a teacher preparation institution outside the State of Michigan. Addresses concerns regarding administrative rules that govern school counselors and tenure questions pertaining to school counselors. Investigates noncompliance hiring applicable to school counselors working in K-12. Participates in approval of school counselor preparation programs for in-state universities.

- Ms. Beatrice M. Harrison (517) 241-0046

## **Occupational Certification addressed by:**

### **Advanced Certificate Renewals and Audits**

Provides guidance to applicants for the renewal of occupational certificate.

- Ms. Debbie Barlow (517) 373-6892
- Ms. Cheryl Lombard (517) 335-3201

## **Occupational Education Certificates**

Reviews documentation and processes applications for interim occupational certificates and occupational education certificates (advanced license) valid for teaching in a state reimbursed and approved vocational education classroom in the area specified on the certificate.

- Ms. Debbie Ryan (517) 335-0585

## **School Nurse Certification addressed by:**

### **School Nurse Certificates: Interim, Standard, and Professional**

Reviews documentation and processes certificates for individuals employed as a school nurse.

- Ms. Debbie Ryan (517) 335-0585

## **School Psychologist Certification addressed by:**

### **Advanced Certificate Renewals and Audits**

Provides guidance to applicants for the renewal of school psychologist licenses.

- Ms. Debbie Barlow (517) 373-6892
- Ms. Cheryl Lombard (517) 335-3201

### **Preliminary and School Psychologist Certificates**

Evaluation of state approved school psychologist programs completed at a teacher preparation institution outside the State of Michigan. Addresses concerns regarding administrative rules that govern school psychologists and investigates noncompliance hiring applicable to school psychologists working in K-12 settings.

- -vacant- (517) 241-2200

## **Certification Audits addressed by:**

### **Audit School Administrator Continuing Education Units**

Investigates instances of school administrators who are not in compliance with continuing education requirements. This requirement was established by the SBE.

- Mr. Rajah Smart (517) 335-6615

❖ In State

**In-State Teacher and School Counselor Recommendation Audits**

Reviews Michigan teacher and school counselor preparation institutions documentation to support individual educator recommendations for certification.

- Ms. Beatrice M. Harrison (517) 241-0046

**Permits addressed by:**

❖ Teacher

**Permits: Substitute, Full-Year, Emergency, and 1223b**

Reviews documentation and processes school/school district applications for permits.

- Ms. Terri Assaf (517) 373-6895

❖ Occupational

**Annual Occupational Authorizations**

Reviews documentation and processes school/school districts applications for annual occupational authorizations and credit track annual vocational authorizations.

- Ms. Debbie Ryan (517) 335-0585



# MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM

The Michigan Online Educator Certification system (MOECS) is a secure web-based system that allows educators to register and create private accounts and have access to all of their certification data, apply for certificates and endorsements, and renew their certificates. MOECS accepts only credit cards as payment for application services; Discover, Visa, and Master cards are accepted (all payments are only made online).

MOECS can be accessed on any computer with internet access and an internet browser.

This system may be used by:

- Teacher Preparation Institutions (TPIs) to submit certification/endorsement recommendations, renewals and to verify certification;
- District(s)/school(s) to apply for and renew permits, annual vocational authorizations, and school nurse certificates, as well as approve 2-Year Extended Provisional certificates;
- Educators and teacher candidates to apply for certificates, renewals, duplicate certificates, and pay certification fees using a credit card;
- Michigan Department of Education (MDE), Office of Professional Preparation Services (OPPS) to review and process all certificates, permits, and authorizations; and
- Public has the ability to verify educator certifications, permits and authorizations by utilizing the public search tool (see URL below).

**Note: Only Authorized users will be able to access the MOECS by creating a user-id (Login name) and password in the Michigan Education Information System (MEIS) at: <http://www.michigan.gov/meis>.**

**TPIs and district/schools must also submit MEIS Security Agreement Forms to define their roles and obtain the MDE approval for access.**

The public search tool within the MOECS is available at:  
<https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx>

MOECS can be accessed by visiting:  
<http://www.michigan.gov/moeecs>

# FACTS ABOUT EDUCATOR CERTIFICATION

## Provisional Certificate

Michigan's initial teaching license/credential

- The initial teaching certificate is issued in Michigan upon successful completion of an approved teacher preparation program and passage of the Michigan Test for Teacher Certification (MTTC).
- Valid for up to 6 years, during which the holder is expected to gain at least 3 years of successful teaching experience, and complete at least 18 semester hours in a planned course of study or completion of an approved master's or higher degree as a prerequisite for the next level of certification.

Requirements:

- Successful completion of an approved elementary or secondary teacher preparation program, including student teaching;
- Recommendation of a state-approved higher education institution or demonstration of the completion of an approved teacher preparation program at an out-of-state institution of higher education;
- Valid CPR training certificate from an approved provider (child and adult CPR with First Aid training). Please find a listing of approved providers at: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_14795-118868-,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-118868-,00.html);
- Passing scores on all components of the MTTC, including the Basic Skills test (reading, writing, and math) and appropriate subject area examinations prior to recommendation for certification. (Out-of-state applicants should only register for the MTTC based on the MDE written advice).

No other teacher test is acceptable for Michigan certification; however, a Temporary Teacher Employment Authorization (T2EA) may be issued to an out-of-state candidate for the purpose of employment before required teacher tests are passed if:

1. He/she holds a valid certificate in another state, meets all requirements for the Michigan certificate, except passing the teacher tests, and has submitted a an application through the Michigan Online Educator Certification System (MOECS), including all fee payments.
2. When all tests have been taken and passed, the provisional certificate will be issued in a timely manner.

## **Provisional Certificate Renewal**

(Each renewal is valid for up to 3 years.)

A provisional certificate may be renewed if all of the requirements for the professional education certificate have not been met.

- First renewal requires completion of 9 semester hours in a planned course of study since the issuance of the provisional certificate or completion of an approved Master's or higher degree at any time. (State Continuing Education Clock Hours (SCECHs) cannot be used in lieu of semester hour credits);
- Second renewal requires completion of 18 semester hours (includes the 9 semester credits needed for the first renewal) in a planned course of study\* since the issuance of the provisional certificate or completion of an approved Master's or higher degree at any time;
- An additional three-year renewal requires sponsorship by the local school district or private school, completion of all academic requirements for the professional education certificate, and approval of the MDE;
- An individual who holds an expired provisional, temporary vocational authorization, or interim occupational certificate, but holds a valid certificate from another state, who has taught within the grade level and subject area endorsement or endorsements to the validity of the certificate for at least 1 year in the preceding 5-year period is eligible for a 3-year renewal of the provisional, temporary vocational authorization, or interim occupational certificate.

*\* Credit completed outside the state of Michigan must be in an approved Master's degree program at a regionally accredited teacher preparation institution.*

## **Two-Year Extended Provisional Certificate**

(Section 380.1531e – to be used with discretion – nonrenewable by statute)

Individuals with expired provisional certificates who do not meet the requirements for a provisional renewal may be eligible for a two-year extended provisional certificate if the following conditions are met:

- The individual's initial provisional certificate expired less than ten years ago;
- The individual has at least one year of satisfactory teaching experience within the validity of his/her teaching certificate;
- The individual is currently enrolled in a planned program at an approved college/university;
- A Michigan public or private school is employing and sponsoring the individual for the two-year extended provisional certificate.

The extended provisional certificate is valid for two calendar years and is nonrenewable.

Individuals who fail to complete all requirements for the professional education certificate during the two-year validity period of the extended provisional certificate will not be granted additional renewals of their provisional certificates.

## Professional Education Certificate

(Michigan's advanced teaching license/credential)

- Completion of 18 semester hours\* in a planned course of study at a regionally accredited teacher preparatory institution after the issuance of the initial certificate or completion of an approved Master's or higher degree at any time, and 3 years of successful teaching experience within the validity and grade level of the provisional certificate. (State Continuing Education Clock Hours (SCECHs) cannot be used in lieu of semester hour credits);
- Teaching experience acquired in a licensed, private, "Child Care Center" may apply towards the experience requirements for an elementary professional education certificate. The Michigan institution which plans a person's 18-semester hour planned program shall determine that the experience is under appropriate supervision and is successful for in-state candidates based on the report of the employing district(s);
- Out-of-state candidates who hold a regular, valid teaching certificate from another state and meet all of the requirements of the professional education certificate at the time of application are not required to take the Michigan Test for Teacher Certification (MTTC);
- Must also meet the reading requirements (6 semester hours of teaching of reading or reading methods for elementary and 3 semester hours for secondary);
- Beginning July 1, 2009, all teachers advancing to the professional education certificate must have completed 3 semester credits of reading diagnostics and remediation, which includes a field experience, in accordance with Michigan Revised School Code MCL 380.1531(4); \*\*
- Valid for up to 5 years;
- Teachers who achieve National Board for Professional Teaching Standards (NBPTS) certification are eligible for the professional education certificate with the same validity year as the NBPTS certificate.

\* *Credit completed outside the state of Michigan must be in an approved Master's degree program at a regionally accredited teacher preparation institution.*

\*\* *Applicants who complete the reading diagnostics course **out-of-state**, must have the Reading Diagnostics Course Certification form completed and signed by the out-of-state university.*

## **Professional Education Certificate Renewal**

(Renewal is valid for up to 5 years)

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education* (lists 4-year public institutions, 2-year public institutions, independent colleges and universities, and regionally-accredited colleges or universities out of state), or 180 State Continuing Education Clock Hours (SCECHs), or 150 annual District Provided Professional Development (DPPD) hours in accordance with Michigan School Code Section 380.1527, or a combination of the three. Credits completed at approved out-of-state four-year teacher preparatory institutions are also acceptable;
- Semester credits, SCECHs or DPPD must have been completed within the five-year period preceding the date of application and after the date of issuance of the previous certificate.

## **Interim Teaching Certificate**

An individual holding this certificate may be employed to teach in a public school in the same manner as a person holding a Michigan teaching certificate in accordance with Michigan Revised School Code MCL 380.1531. An individual may qualify for this certificate under the following conditions:

- Must be a participant in a state approved alternate route teaching program.
- Must hold a bachelor's, master's, doctorate, or professional degree from a regionally accredited college or university, with a GPA of at least 3.0 on a 4.0 scale (or equivalent).
- Passage of the Michigan Test for Teacher Certification (MTTC) Basic Skills and appropriate subject area exam(s) prior to acceptance or admission to an alternate route program.

While working under the interim certificate the individual must:

- Submit to and pass a criminal history check, including Federal Bureau of Investigation fingerprinting in accordance with Michigan School Safety Law, prior to employment by a local district or school.
- Receive intensive observation and coaching.
- Complete 3 years of satisfactory teaching experience under the Interim certificate in order to be recommended for a Michigan provisional certificate or professional education certificate (which requires completion of 3 semester credit hours of diagnostic reading and 18 semester credit hours in a planned program or a master's degree).

Individuals must be recommended by the approved alternate route provider.

## **Certification for Career and Technical**

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) or for the education of students as a vocational/occupational wage earning program specifically designed to prepare students for employment in an occupational area.

Interim occupational certificates and occupational education certificates (advanced license) are valid for teaching in a state reimbursed and approved occupational education classroom in the area specified on the certificate.

## **Interim Occupational Certificates**

(Initial License)

Interim occupational certificate; formerly called temporary vocational authorization.

An applicant may be recommended by the occupational teacher preparation institution if he/she has met the following requirements:

- Possesses a baccalaureate degree;
- Has a major or minor in the field of specialization in which occupational certification is being requested;
- Has a minimum of 2 years of (4,000 hours) of experience in the occupational area concerned or has completed a planned program of directed supervised occupational experience approved the superintendent of public instruction;
- The occupational experience shall be characterized as relevant and recent.
- Has passed both the MTTC Basic Skills test and appropriate subject area test or tests available at the time of application;
- Has successfully completed a minimum of 6 semester credit hours of professional or vocational education credit;
- The interim occupational certificate is valid for teaching in those courses in which instruction is limited to the occupation specified on the certificate in approved occupational programs. Interim occupational certificates issued within a calendar year expire 6 years from June 30 of that year.

## **Occupational Education Certificate**

(Advanced License)

An applicant may be recommended by the teacher preparation institution if he/she has met the following requirements:

- Three years of successful teaching experience within the validity of the temporary vocational authorization or interim occupational certificate, OR provisional teaching certificate (if they hold both);
- Completion of 9 semester hours of professional vocational education credit approved by a sponsoring Michigan teacher education institution or an earned Master's or doctorate degree, and completed since the issuance of the interim occupational certificate, OR met the requirements for the professional education certificate (if they hold both).

## **Occupational Education Certificate Renewal**

(Renewal is valid for up to 5 years)

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education* (lists 4-year public institutions, 2-year public institutions, independent colleges and universities, and regionally-accredited colleges or universities out of state), or 180 State Continuing Education Clock Hours (SCECHs), or 150 annual District Provided Professional Development (DPPD) hours in accordance with Michigan School Code Section 380.1527, or a combination of the three. Credits completed at approved out-of-state four-year teacher preparatory institutions are also acceptable;
- Semester credits, SCECHs or DPPD must have been completed within the five-year period preceding the date of application and after the date of issuance of the previous certificate.

## **Annual Occupational Authorization**

This authorization can be issued to a school district if a vocationally certificated teacher is unavailable for employment. The purpose of this authorization is to provide school districts with experienced individuals to instruct in an occupational area where fully certified vocational teachers are unavailable. This annual vocational authorization is valid for persons who will be teaching vocationally approved and reimbursed courses in grades 9 through 12.

This authorization may be granted if the following requirements have been met:

- High school graduation;
- A minimum of two full years (4,000 hours) of recent and relevant occupational experience (experience is considered recent if it occurred no more than six years prior to the date of application). The local school district and the OPPS will determine the adequacy of the occupational experience.



## **School Administrator Certificate**

Certification requires completion of master's or higher degree from an approved program in educational leadership or administration offered by an institute of higher education.

A superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs employed as a school administrator as of January 4, 2010, must hold a valid administrator certificate.

A school administrator who was employed as a school administrator before January 4, 2010, and met their continuing education requirement, does not need to hold the school administrator certificate for their current position, but must meet the same continuing education requirements as described in the renewal policy for the professional education certificate, every 5 years after initial date of employment.

A non-certified school administrator may be employed by a school district if enrolled in a program leading to certification as a school administrator not later than 6 months after date of employment. The school administrator has 3 years to meet the certification requirements.

Alternate Route:

MDE is in the process of identifying a stakeholder group to develop the alternate route requirements for administrator certification in accordance with PA 0205 Sec. 1536. (7)

## **School Administrator Certificate Renewal**

Must meet the same continuing education requirements as described in the renewal policy for the professional education (advanced) teaching certificate (see page 19).

## **School Psychologist Certificates**

A person who is employed as a school psychologist by a local or intermediate school district shall be required, by September 1, 1992, to hold a valid Michigan school psychologist certificate or a preliminary school psychologist.

## **Preliminary School Psychologist Certificate**

The initial certificate issued upon completion of an approved school psychologist preparation program. The candidate must have completed a minimum of a master's degree and completed a supervised internship of not less than 600 hours under the supervision of a school psychologist. In order to advance to the school psychologist certificate the candidate must complete at least an additional 15 semester credits in an approved program. The preliminary school psychologist certificate is valid for 3 years and may be renewed once upon completion of at least 6 additional semester credit hours.

## **School Psychologist Certificate**

The advanced level Michigan certificate and is valid for up to 5 years and must be renewed by meeting the continuing education requirements.

## **Michigan School Nurse Certificate**

Issued to a person employed as a school nurse. There are three levels of school nurse certification: interim, standard, and professional. The requirement for the interim (initial) school nurse certificate is a valid Michigan Registered Nurse (RN) license. Once the interim is issued, the candidate must continue working towards a Bachelor of Science in Nursing or a health related field. Application is made by the school district to the MDE.

## **School Counselor License**

(A school counselor license shall be valid for up to 5 years)

### ❖ Initial in-state applicant

An applicant may be recommended for approval by an approved school counselor institution if he/she has met the following requirements:

- Completion of not less than 30 graduate level semester hours in an approved school counseling program, including an internship;
- Completion of not less than a 600 clock hour internship based on an approved school counselor program with school-aged pupils under the supervision of a credentialed school counselor or a school counselor educator. At least 300 of the 600 clock hour shall be in a school setting;
- Passage of the MTTC.

### ❖ Initial out-of-state applicant

An applicant may be issued a Michigan school counselor license upon evaluation by OPPS if he/she has met the following requirements:

- At least 5 years of successful experience serving in the role of a school counselor in another state within the immediate preceding 7 years and holds a Bachelors degree; AND
- Passage of the Michigan Test for Teacher Certification (MTTC); AND
- Documentation from another state as to authorization to work as a school counselor; OR
- Completed all requirements of an approved school counselor education program from an out-of-state institution and earned an advanced degree in guidance counseling or its equivalency, AND
- Passage of the MTTC.

## **School Counselor or License Renewal**

(Valid for up to 5 years)

Must meet the same continuing education requirements as described in the renewal policy for the professional education (advanced) teaching certificate.

## **Preliminary Employment Authorization to Work as a School Counselor**

Available to a candidate of a Michigan teacher preparation institution who has completed 30 semester hours of coursework in an approved school counseling program and has passed the guidance counselor exam on the MTTC. This authorization is valid for up to three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement on a Michigan teaching certificate **OR** the school counselor license.

## **Temporary School Counselor Authorization**

Issued to out-of-state candidates who meet either the educational and/or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. MOECS is used to apply for the school counselor license. If applicant is eligible the OPPS will issue the temporary authorization after an evaluation is complete.

## **Substitute Permit**

Requires the completion of 90 semester hours of satisfactory (minimum 2.0 grade point average) credit consolidated at **one** four-year regionally accredited college and university.

Applications for permits can only be completed and submitted via the MOECS by local and intermediate school districts, public school academies, and private schools. Individuals who meet the minimum requirements and wish to substitute teach should contact the district/school where they are interested in substitute teaching.

The substitute permit is valid for teaching in day-to-day substitute teaching assignments during the school year. This permit is not valid for any regular or extended assignment. (more than 90 calendar days). The substitute permit expires on August 31<sup>st</sup> of the given school year. The district/school may renew the permit each school year.

## **Other Permits: Emergency, Full Year and 1233b**

For more information about teacher permits, or for a copy of the brochure "Facts About Michigan Teacher Permits," visit the website at:  
[www.michigan.gov/teachercert](http://www.michigan.gov/teachercert)

Applicants completing a teacher preparation program or course of studies in another country or state must contact:

Michigan Department of Education  
Office of Professional Preparation Services  
P.O. Box 30008  
Lansing, MI 48909  
Phone: (517) 373-3310

Website: [www.michigan.gov/mde](http://www.michigan.gov/mde)

## **Guidelines for Certain Canadian Applicants**

Canadian applicants seeking Michigan certification who are both prepared and licensed/certified by the Ontario Ministry of Education and Training, New Foundland Department of Education, Quebec Ministere de l'Education, and/or Saskatchewan Education Teacher Services, must meet the following requirements:

- Possess a bachelor's degree or higher.
- Have successfully completed an approved teacher preparation program, including a directed/practice student teaching experience.
- Possess a valid license/certificate with specified grade level(s) and/or subject area endorsements.
- Pass the Michigan Test for Teacher Certification (MTTC) Basic Skills and appropriate subject area exams.
- Submit an official transcript of the teacher preparation program in English.

Canadian applicants who meet the following requirements will be exempt from the MTTC and will be issued the professional education certificate. The Michigan certificate will be issued for grade levels and subject areas comparable to the Canadian certificate. To receive the professional education certificate, the applicant must hold a valid Canadian teaching certificate and meet the following requirements:

- Have completed 3 years of successful teaching in a position within the validity of the Canadian certificate.
- Have completed, after his or her initial certification in Canada, at least 18 semester credit hours in a planned course of study at a recognized institution of higher education or has earned, at any time, a master's or higher degree.
- Have met Michigan's elementary or secondary, as applicable, reading credit requirement as established under administrative rule.

All other Canadian applicants will be required to follow the same application process as other foreign applicants for Michigan teaching certificates.

**MDE reserves the right to request a course-by-course evaluation in cases where equivalencies are not clearly identified.**

## **INSTITUTIONS WITH PRELIMINARY APPROVAL**

The following Michigan institutions have received preliminary approval from the State Board of Education. This preliminary approval allows the institution to develop teacher preparation programs. Institutions enter into partnership agreements with a fully-approved institution so candidates in a developing program may be recommended for certification by a mentoring institution.

<b>Institution</b>	<b>Partner for Certificate Recommendation</b>
Baker College 1050 West Bristol Road Flint, MI 48507	Madonna University
College for Creative Studies 201 East Kirby Detroit, MI 48202	Marygrove College

## **INSTITUTIONS WITH PROBATIONARY APPROVAL**

Probationary approval allows the institution to recommend its own candidates for certification. The institution is still guided by its mentor until recommended for full approval.

Finlandia University  
601 Quincy Street  
Hancock, MI 49930

Robert B. Miller College  
450 North Avenue  
Battle Creek, MI 49017

Rochester College  
800 West Avon Road  
Rochester Hills, MI 48307

# Michigan Department of Education

## Endorsement Areas and Codes

### September 2012

#### **AX COMMUNICATION ARTS**

#### **BX LANGUAGE ARTS**

BA English  
BC Journalism  
BD Speech  
BR Reading Specialist  
BT Reading

#### **RX SOCIAL STUDIES**

CA Economics  
CB Geography  
CC History  
CD Political Science

#### **SOCIAL SCIENCE**

CE Psychology  
CF Sociology

#### **SCIENCE**

DA Biology  
DC Chemistry  
DE Physics  
DH Earth/Space Science  
DI Integrated Science  
DP Physical Science

#### **EX MATHEMATICS**

#### **WORLD LANGUAGE and CULTURE**

FA French  
FB German  
FC Greek  
FD Latin  
FE Russian  
FF Spanish  
FG Other  
FH Italian  
FI Polish  
FJ Hebrew  
FK Arabic (Modern Standard)  
FL Japanese  
FN Anishinaabemowin  
Language and Culture  
FR Chinese (Mandarin)  
FS American Sign Language

#### **BILINGUAL EDUCATION**

YA Bilingual French  
YB Bilingual German  
YC Bilingual Greek  
YE Bilingual Russian  
YF Bilingual Spanish  
YH Bilingual Italian  
YI Bilingual Polish  
YJ Bilingual Hebrew  
YK Bilingual Arabic  
YL Bilingual Other  
YM Bilingual Vietnamese  
YN Bilingual Korean  
YO Bilingual Serbo-Croatian/Bosnian  
YP Bilingual Chaldean  
YR Bilingual Chinese  
YS Bilingual Filipino  
YT Bilingual Japanese

#### **BUSINESS EDUCATION**

GQ Business, Management, Marketing,  
and Technology  
GM Marketing Education

#### **HX AGRISCIENCE AND NATURAL RESOURCES**

#### **IX INDUSTRIAL TECHNOLOGY**

#### **JQ MUSIC EDUCATION**

#### **KH FAMILY AND CONSUMER SCIENCES**

#### **LQ VISUAL ARTS EDUCATION LZ VISUAL ARTS EDUCATION SPECIALIST**

#### **HEALTH, PHYSICAL EDUCATION, RECREATION, AND DANCE\*<sup>1</sup>**

MA Health  
MB Physical Education  
MD Recreation  
MH Dance

#### **MISCELLANEOUS**

NB National Board Certification  
ND Library Media  
NP Educational Technology  
NR Computer Science  
NS English as a Second Language  
NT School Counselor

#### **OX FINE ARTS**

#### **SPECIAL EDUCATION**

SA Cognitive Impairment  
SB Speech and Language Impairment  
SC Physical or Other Health Impairment  
SE Emotional Impairment  
SK Visual Impairment  
SL Hearing Impairment  
SM Learning Disabilities  
SP Physical Education for Students with  
Disabilities  
SV Autism Spectrum Disorder

#### **TX TECHNOLOGY AND DESIGN**

**ZA EARLY CHILDHOOD EDUCATION\*<sup>1</sup>**  
**ZD MIDDLE SCHOOL\*<sup>1</sup>**  
**ZL MIDDLE LEVEL\*<sup>1</sup>**  
**ZG GENERAL EL K-5\*<sup>1</sup>**  
**ZS EARLY CHILDHOOD-GENERAL and  
SPECIAL EDUCATION\*<sup>1</sup>**

#### **CAREER AND TECHNICAL EDUCATION**

VH Vocational Family and Consumer Sciences

#### **VOCATIONAL NATURAL RESOURCES AND AGRICULTURE PATHWAY**

VA Vocational Agriscience and Natural  
Resources

#### **VOCATIONAL BUSINESS, MANAGEMENT, MARKETING, AND TECHNOLOGY PATHWAY**

VB Vocational Business Services  
VM Vocational Marketing Education  
VZ Vocational Hospitality

#### **VOCATIONAL HEALTH SCIENCES PATHWAY**

VS Vocational Health Sciences

#### **VOCATIONAL ENGINEERING, MANUFACTURING, INDUSTRIAL, AND TECHNOLOGY PATHWAY/ VOCATIONAL ARTS AND COMMUNICATION PATHWAY**

VT Vocational Technical

#### **VOCATIONAL HUMAN SERVICES PATHWAY**

VC Vocational Child Care  
VE Vocational Cosmetology  
VF Vocational Law Enforcement/Fire Science  
VG Vocational Teacher Cadet

**Endorsements for the Social Science group (formerly CX), Science Group (formerly DX), Business Education group (formerly GX), Music Education group (JX), Arts Education group (formerly LX), or Health, Physical Education, Recreation, and Dance group (formerly MX) are no longer program options.**

**\*1 "Z" codes are used only by teacher preparation institutions for recommending these grade levels to the Michigan Department of Education (MDE) and do not appear on a teaching certificate.**

## **ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)/NO CHILD LEFT BEHIND ACT (NCLB) REQUIREMENTS FOR HIGHLY QUALIFIED (HQ) TEACHERS**

The ESEA/NCLB of 2001 requires that all teachers of core academic subjects be Highly Qualified at the time of employment. Core academic subjects include English, reading, language arts, mathematics, science, world languages, civics and government, economics, the arts, history, and geography (Section 9101 of ESEA/NCLB).

All teachers of core subject areas must meet the definition of a HQ teacher before being placed in an assignment. This is above and beyond Michigan law and certification requirements. A teacher initially certified after 1997 (testing fully implemented) may be considered HQ in the areas listed on their certificate with an earned bachelor's degree and after taking and passing all appropriate certification tests to obtain state certification.

NOTE: Teachers may not be considered HQ for any assignment for which they do not hold the appropriate teaching certificate with endorsements or authorization.

A teacher not new to the profession, certified prior to testing requirements, must demonstrate competence as a HQ teacher in order to be assigned to teach a core academic subject. An elementary teacher with the "K-5 All Subjects" designation assigned to teach in a departmentalized middle school must hold the specific endorsement for the academic subject. Teachers may not be considered HQ for any assignment for which they do not hold the appropriate teaching certificate with endorsements or authorization.

The ESEA/NCLB provides several means for a certified teacher not new to the profession to demonstrate competence. These include having earned an academic major in the core subject or having earned the equivalent semester credits to an academic major. An academic major requires the successful completion of 30 semester credits in a specific subject. The teacher not new to the profession may also demonstrate competence by completing a High Objective Uniform State Standard of Evaluation or National Board certification for a subject area or grade level.

The ESEA/NCLB requires a school that receives Title I funds to provide individual, written notification to parents when students are taught for more than four weeks by a teacher who has not yet been designated as a HQ teacher. This applies only to core academic teachers in Title I buildings. Districts are also required to report once a year to the public the number of core academic classes taught by HQ teachers as well as the number of classes taught by teachers not designated as HQ.

Additional information regarding HQ requirements can be found at [www.michigan.gov/mde-hq](http://www.michigan.gov/mde-hq).



## APPROPRIATE INSTRUCTIONAL ASSIGNMENTS FOR ELEMENTARY CERTIFIED TEACHERS

State Board of Education (SBE) approved new Elementary Certificate Program Standards in 2008. Michigan Department of Education (MDE) is currently in the process of reviewing elementary teacher preparation programs based on the new standards. Elementary teachers certificated in Michigan based on the new standards will be prepared to teach all core content areas in **self-contained classrooms in grades K-8**.

Elementary teaching certificates issued before September 1, 1988, are valid for teaching all subjects in grades K-8. Elementary teaching certificates issued after September 1, 1988, are valid for teaching all subjects in grades K-5 and content endorsements in grades 6-8 or all subjects in grades K-8 in a self-contained classroom. Based on the new elementary standards the MDE **recommends** that the holders of these certificates only be assigned to teach departmentalized courses such as music, visual arts, physical education, health, Title I reading, Title I Mathematics, technology, or library media if they hold those endorsements or if they have had appropriate coursework or professional development in the relevant content.

The revised *Administrative Rules Governing the Certification of Michigan Teachers* (November 2006) provide the following definitions that are helpful in determining teaching assignments.

### R 390.1101 Definitions

Rule 1. As used in this code:

- (a) "Certificate endorsement" means subject or subjects that a teacher is authorized to teach at specific grade levels based on completion of appropriate coursework and passage of the appropriate state teacher subject area examination.
- (b) "Departmentalized classroom" means a classroom in which instruction in a specific subject area is provided for a defined period of time.
- (c) "Early childhood certificate endorsement" means a specialization to teach in any school program preceding and including grade 3.
- (d) "Elementary certificate" means an authorization to teach all subjects, kindergarten to and including grade 5, and grade 6 to and including grade 8 in a **self-contained** classroom and may include one or more subject area endorsements or authorizations to teach in grade 6 to and including grade 8 in departmentalized classrooms.
- (r) "Self-contained classroom" means a classroom in which 1 teacher provides instruction to the same pupils for the majority of the pupil's instructional day.

Secondary teaching certificate holders with the 7-8 all subjects designation may also experience similar challenges when assigned outside of content area endorsements.

The following table provides examples of appropriate teaching assignments for elementary certified teachers. For some assignments certificate endorsements are required.

Appropriate Assignment for Elementary Certificated Teacher	Required Certification and Endorsement
Preschool, Michigan School Readiness Program, Early Kindergarten, Transition Kindergarten, Young Fours, as part of the school district's total program.	Elementary Certificate and Early Childhood • Education endorsement (ZA) or Early Childhood • General and Special Education endorsement (ZS).
Developmental reading groups <u>across</u> grade levels K-5.	Elementary Certificate Since Michigan requires reading courses defined by established standards all elementary certified teachers have an appropriate level of knowledge and preparation for this assignment.
Kindergarten through eighth grade self-contained classroom.	Elementary Certificate.
K-5 grade level content departmentalized classes for grade mathematics, science, social studies, (e.g., 4 <sup>th</sup> grade science).	Elementary Certificate It is <b>recommended</b> that either an endorsement, content specific courses equivalent to a major or minor, or professional development for advanced knowledge be evident for teachers selected to teach departmentalized classes.
K-5 grade level departmentalized classes for physical education, music, visual arts, health, Title I reading, Title I math, world languages, technology, or library media.	Elementary Certificate It is <b>highly recommended</b> that either an endorsement, content specific courses equivalent to a major or minor, or professional development for advanced knowledge be evident for teachers selected to teach these classes.  Any courses funded through federally funded Title programs require the <b>best prepared teacher</b> be assigned to teach children that are experiencing learning difficulty.

# MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC)

MTTC program information: [www.mttc.nesinc.com](http://www.mttc.nesinc.com)  
 Registration Bulletin online: [http://www.mttc.nesinc.com/MI\\_toc.asp](http://www.mttc.nesinc.com/MI_toc.asp)  
 MDE Teacher Testing FAQ: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_5857-116214--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_5857-116214--,00.html)

MTTC Contacts: Evaluation Systems Group of Pearson  
 P.O. Box 660  
 AMHERST, MA 01004-9001  
 Automated Information System available 24 hours:  
 (800) 823-9225  
 Telecommunications Device for the Deaf (TDD):  
 (413) 256-8032  
 Email: [http://www.mttc.nesinc.com/MTTC\\_EMail.asp](http://www.mttc.nesinc.com/MTTC_EMail.asp)

## MTTC PAPER-BASED ADMINISTRATION SCHEDULE FOR 2012 - 2013

Test Date	Regular Registration Deadline	Late Registration Deadline (additional fee applied)	Emergency Registration Deadline (additional fee applied)	Score Report Date (unofficial scores available by 5 p.m.)
October 13, 2012	August 31, 2012	September 21, 2012	October 5, 2012	November 9, 2012
November 10, 2012	September 28, 2012	October 19, 2012	November 2, 2012	December 7, 2012
January 5, 2013	November 23, 2012	December 14, 2012	December 28, 2012	February 1, 2013
April 13, 2013	March 1, 2013	March 22, 2013	April 5, 2013	May 10, 2013
July 13, 2013	May 31, 2013	June 21, 2013	July 5, 2013	August 9, 2013

## MTTC COMPUTER-BASED ADMINISTRATION SCHEDULE FOR 2012 - 2013

Testing Period	Testing Window						Score Report Date
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	
August 2012	Aug. 17 (Fri.)	Aug. 18 (Sat.)	Aug. 20 (Mon.)	Aug. 21 (Tues.)	Aug. 23 (Thur.)	Aug. 24 (Fri.)	September 21, 2012
September 2012	Sept. 13 (Thu.)	Sept. 14 (Fri.)	Sept. 15 (Sat.)	Sept. 17 (Mon.)	Sept. 18 (Tues.)	Sept. 19 (Wed.)	October 17, 2012
December 2012	Dec. 13 (Thu.)	Dec. 14 (Fri.)	Dec. 15 (Sat.)	Dec. 17 (Mon.)	Dec. 18 (Tues.)	Dec. 19 (Wed.)	January 9, 2013
February 2013	Feb. 14 (Thu.)	Feb. 15 (Fri.)	Feb. 16 (Sat.)	Feb. 18 (Mon.)	Feb. 19 (Tues.)	Feb. 20 (Wed.)	March 20, 2013
March 2013	March 14 (Thu.)	March 15 (Fri.)	March 16 (Sat.)	March 18 (Mon.)	March 19 (Tues.)	March 20 (Wed.)	April 17, 2013
May 2013	May 16 (Thu.)	May 17 (Fri.)	May 18 (Sat.)	May 20 (Mon.)	May 21 (Tues.)	May 22 (Wed.)	June 19, 2013
June 2013	June 13 (Thu.)	June 14 (Fri.)	June 15 (Sat.)	June 17 (Mon.)	June 18 (Tues.)	June 19 (Wed.)	July 17, 2013
August 2013	Aug. 22 (Thu.)	Aug. 23 (Fri.)	Aug. 24 (Sat.)	Aug. 26 (Mon.)	Aug. 27 (Tues.)	Aug. 28 (Wed.)	September 25, 2013
September 2013	Sept. 19 (Thu.)	Sept. 20 (Fri.)	Sept. 21 (Sat.)	Sept. 23 (Mon.)	Sept. 24 (Tues.)	Sept. 25 (Wed.)	October 23, 2013

To check on which tests are available for Computer-based testing go to:  
[www.mttc.nesinc.com/MI16\\_testselection.asp?pagetype=CBT](http://www.mttc.nesinc.com/MI16_testselection.asp?pagetype=CBT)

## **CERTIFICATION FOR CAREER AND TECHNICAL (VOCATIONAL) EDUCATION TEACHERS**

Career and technical education is offered as either a part of the regular school curriculum (vocational/non-wage earning) or for the education of students as a vocational/occupational wage earning program specifically designed to prepare students for employment in an occupational area.

### **Interim Occupational Certificate**

(Replaced the temporary vocational authorization in September 2004)

- Allows the holder to teach in state reimbursed and approved, vocational education classroom in the occupational area(s) in which he/she is endorsed.

### **Interim Occupational Certificate Requirements**

- Bachelor's degree.
- Completion of an approved program in vocational teacher education (may also include a major or minor) in an occupational area.
- Two years (4,000) hours of recent and relevant work experience in an occupational area see:  
[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_6368-122634--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_6368-122634--,00.html).
- Passage of MTTC Basic Skills test.
- Required preparation in the field of specialization in which occupational certification is requested.

### **Occupational Education Certificate Requirements**

- Completion of ten semester hours of vocational education credit from an approved teacher preparation institution or completion of a master's degree.
- Completion of three years of successful experience within the validity of the interim occupational certificate.

### **Annual Vocational Authorization**

- Issued to district when appropriately certificated vocational education teacher is not available.
- Valid for one year; may be renewed without posting the position for up to eight years; teacher must be annually completing coursework towards certification.
- If the district/school cannot find a person with an interim occupational certificate to teach in the specific occupational area, the district may apply for an annual vocational authorization for an individual who may or may not hold a bachelor's degree, but must have at least two years of recent work experience in this occupational area in which he/she will be assigned to teach.

## NONCERTIFIED/NONENDORSED TEACHERS

Part 4, State Special Permits, of the *Administrative Rules Governing the Certification of Michigan Teachers* authorizes the issuance of teacher permits to a school district or school that cannot find an appropriately certified teacher to fill a vacancy or for day-to-day substitute teaching assignments. Permits are valid only for the school year for which they are approved. All permits expire on August 31.

### The Substitute Permit

This permit authorizes a school district/school to employ a person who does not hold a valid Michigan teaching certificate, as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent. The substitute permit **is not valid for any regular or extended teaching assignment defined as an assignment to the same classroom for more than 90 calendar days.**

### The Substitute Permit Requirements

- Completion of 90 semester hours of satisfactory credit;
- The credit must be consolidated at **one** four-year, regionally accredited college or university.

### The Full-Year Permit (R 390.1142)

This permit authorizes a school district/school to employ a person who is not appropriately certified in a long-term assignment more than 90 calendar days in the same classroom.

### The Full-Year Permit Requirements:

- Completion of a bachelor's degree, from a regionally or nationally accredited approved teacher preparation institution;
- If the assignment is in a core area, completion of an academic major in the subject area to be taught or passage of the appropriate State Board approved subject area test (**for self-contained special education classrooms, the individual must have completed an approved elementary education program or must have passed the elementary education content area test**);
- It must also be **verified that a properly certified teacher was not available for the assignment.**
- May only be renewed for a maximum of four school years if:
  - The individual completes a minimum of six additional semester hours of credit toward appropriate certification each school year.
  - The individual has been assigned a mentor teacher.
  - The individual passes the MTTC basic skills and appropriate subject area tests (if applicable) within three years of employment under the full-year permit.

*MDE is required by the Elementary and Secondary Education Act (ESEA)/No Child Left Behind Act (NCLB) to annually reduce the number of teachers who have not been identified as Highly Qualified teachers. If a district employs a teacher under a full-year permit and that teacher is enrolled in a teacher preparation program and demonstrating adequate academic progress toward certification, the teacher must be provided a mentor and supervised by a university/faculty member in order to be considered Highly Qualified under ESEA/NCLB. Completion of the certification program must not take longer than three years.*

### **The Emergency Permit (R 390.1147)**

This permit authorizes a school district/school to employ a person who is not appropriately certified or who does not meet the requirements for a full-year permit in a long-term assignment of more than 90 calendar days. It is issued only in **emergency situations when the lack of a teacher will deprive students of an education. Emergency permits will not be approved for core subject areas.**

#### **The Emergency Permit Requirements:**

- Completion of a bachelor's or higher degree in the content to be taught at a regionally or nationally-accredited college or university; **or** current enrollment and completion of at least 90 semester hours in an approved teacher preparation program;
- **The district/school must verify that an appropriately certified teacher or a person who meets the requirements for a full-year permit is not available** for the teaching assignment identified as an "emergency" situation.

*MDE is required by the ESEA/NCLB to annually reduce the number of teachers working under Emergency Permits and they cannot be issued for core academic subject areas (as defined by NCLB).*

#### **The Expert-In-Residence Permit:**

- Authorizes a district/school to employ a person who does not hold a valid Michigan teaching certificate, or a certificate that is appropriate for the assignment, in a regular or extended teaching assignment (defined as an assignment to the same classroom for more than 90 calendar days). The individual does not meet the eligibility requirements of a full year or emergency permit.
- Is valid for teaching in the approved grade(s) and/or subject(s) until August 31 of the school year for which the permit is approved.
- Is valid for teaching assignments of no greater than two (2) hours per day.
- Requires the individual to hold a bachelor's or higher degree from an approved regionally or nationally accredited teacher preparation institution recognized by the United States Department of Education.

- Requires the individual to have demonstrated unusual distinction or exceptional talent in the field of specialization that will be taught.
- Requires the individual to have at least 5 years of successful work experience in the immediately preceding 7-year period in the field of specialization to be taught. **An individual who teaches a world language is exempt from this work requirement, but is required to demonstrate oral language proficiency by passage of appropriate world language oral examination.**
- Requires the individual to have completed an orientation to teaching that includes classroom management, instructional strategies, and working with diverse learners.
- May be renewed without requiring re-posting and advertising of the position.

### Section 1233b Permit

Section 380.1233b **authorizes the employment of a non-certificated, non-endorsed teacher in the subject areas of COMPUTER SCIENCE, WORLD LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY, ENGINEERING, PHYSICS, and ROBOTICS**, in grades 9-12. However, the district/school must obtain a permit for compliance.

To qualify for a permit under this provision, the **candidate must:**

- Possess an earned **bachelor's degree** from an accredited postsecondary institution.
- Have a **major or graduate degree** in the field of specialization in which he or she will teach.
- Have, in the five-year period immediately preceding the date of hire, **not less than two years of occupational experience** in the field of specialization in which he or she will teach. Those who will teach in the area of world language are exempt from this requirement.
- In addition, the school district/school must verify that it has posted and advertised the position and was unable to find an appropriately certified teacher for the assignment.

The above conditions may be waived if the individual is continually enrolled and completing credit in a teacher preparation program and, by the second year of teaching, the teacher has passed the appropriate MTTC.

**Renewal** is available if the candidate is continually enrolled, has passed appropriate state examinations, and been assigned a mentor teacher.

## **PROFESSIONAL SCHOOL SUPPORT PERSONNEL SCHOOL COUNSELOR CREDENTIALS**

In Michigan, school counselors are issued the following credentials:

### **School Counselor Endorsement**

Is available as an additional endorsement (Elementary grades K-8 or K-9, Secondary grades 6-12 or as a K-12 endorsement on either an elementary or secondary certificate) to those who hold a valid teaching certificate. It is added to either an elementary or secondary teaching certificate following the completion of an approved school counselor preparation program offered by a teacher preparation institution and by passing the MTTC Guidance Counselor exam.

### **Preliminary Employment Authorization to Work as a School Counselor**

Is available to a candidate of a Michigan teacher preparation institution who has completed 30 semester hours of coursework in an approved school counselor program and has passed the MTTC Guidance Counselor exam. This authorization is valid for three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended for the school counselor endorsement on a Michigan teaching certificate or school counselor license.

### **School Counselor License**

Is issued to an in-state or out-of-state candidate under the provisions of Section 380.1233(2)(b)(i) of the Revised School Code. Eligible in-state candidates need to fulfill one or more of the following criteria:

- Hold a master's or higher degree awarded after completion of an approved school counselor education program that includes at least all skills and content areas or their equivalent required by Michigan law.
- Work with an in-state university to complete an approved school counselor program after completion of a counseling or other advanced degree program.
- Has successfully completed the MTTC Guidance Counselor exam; **and** is recommended by an approved school counselor education program.

Under the provisions of Section 380.1233(2)(c)(i), the license will be issued to out-of-state candidates who have at least five years of successful experience serving in a school counseling role within the immediately preceding seven-year period; successfully passed the MTTC Guidance Counselor exam, and hold either a bachelor of science or bachelor of arts degree, and can provide a copy of the credential or approval document required by the state to serve in the school counseling role in which the counseling experience is documented.

This license is valid for 5 years and is renewable via the completion of 6 semester credit hours or 180 State Continuing Education Clock Hours (SCECHs) or a combination of the two (30 SCECHs are equivalent to 1 semester credit hour).



## **Temporary School Counselor Authorization**

Is issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. Application is made directly to the MDE.

As of September 2005, a change to Administrative Rule 390.661, has reinstated the opportunity for certificated school guidance counselors to attain tenure in their position after successfully completing a four-year probationary period. The amendment to the Teachers' Tenure Act is not retroactive. The rule change only affects school counselors who hold a valid Michigan teaching certificate.

For information regarding credentialing of school counselors (authorizations, endorsements, and school counselor license), school counselor hiring/noncompliance issues, issues regarding tenure of school counselors and approved administrative rules that govern school counselors, please contact Ms. Beatrice M. Harrison at, (517) 241-0046 or [HarrisonB@michigan.gov](mailto:HarrisonB@michigan.gov).

## **SCHOOL PSYCHOLOGIST CREDENTIALS**

### **Initial School Psychologist Certificate**

A preliminary school psychologist certificate is issued upon completion of an approved school psychologist program offered at an approved school psychology preparation institution. This certificate is valid for a period of three years, during which the holder is expected to gain experience as a practicing professional and to complete all academic training program requirements. It may be renewed only once for an additional three years upon completion of not less than six semester hours of credit pertinent to school psychology, earned at an approved preparation institution.

### **Advanced School Psychologist Certificate**

A school psychologist certificate is issued upon the completion of supervised work experience requirement and additional academic study. An out-of-state candidate who holds national certification with at least one year of professional experience after completing all internships can apply directly to the MDE for the school psychologist certificate. It is valid for five years and must be renewed upon completion of not less than six semester hours of credit from an approved institution or 180 State Continuing Education Clock Hours (SCECHs) or a combination of both.

For more information regarding school psychologist certification, please contact -vacant- at, (517) 241-2200.

## **NON-CERTIFIED SUPPORT PERSONNEL**

School districts may employ noncertified personnel to assist teachers and support instruction. This includes instructional personnel, clerical support personnel and other paraprofessional personnel for whom a valid Michigan teaching certificate or other credential is not required as a condition for employment.

School districts are prohibited from allowing non-certified personnel employed as teacher aides/assistants or instructional paraprofessional to assume the responsibility of teachers in elementary or secondary schools within the state of Michigan, as indicated in the following quote from §380.1233(1) of the Revised School Code:

...the board of a school district or intermediate school board of an intermediate school district shall not permit a teacher who does not hold a valid teaching certificate to teach in a grade or department of the school.

Noncertified personnel may be employed and assigned to assist and support teachers or other approved professional personnel as authorized in Rule 390.1105 of the Michigan Administrative Code. Additional clarification can be found on the MDE website in the Utilization of Non-Certified Personnel document.

### **Paraprofessional Requirements within the No Child Left Behind Act (NCLB)**

Any paraprofessional hired by the local education agency after January 8, 2002, working in an educational support capacity and funded by Title I, Part A, must have a secondary school diploma or its recognized equivalent (GED) and meet one of the following qualifications:

1. Have completed at least 2 years of study (equivalent to 60 semester hours) at an institution of higher education; or
2. Have obtained an associate's (or higher) degree; or
3. Have met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment
  - a. Knowledge of, and the ability to assist in, instructing, reading, writing, and mathematics; or
  - b. Knowledge of, and the ability to assist in, instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

The SBE has approved the use of the MTTC Basic Skills test, the ACT WorkKeys Assessment (Reading for information, writing, and applied mathematics), and the ETS Paraprofessional test for qualifying paraprofessionals. For more information, contact Ms. Krista D. Ried, at (517) 373-6791 or [RiedK@michigan.gov](mailto:RiedK@michigan.gov).

## **TEACHING IN TAIWAN - TEACHER EXCHANGE PROGRAM**

Michigan Department of Education (MDE) and Taiwanese Ministry of Education coordinate a program by which up to 15 experienced and newly certified Michigan elementary teachers are given the opportunity to study and teach in Taiwanese schools for a full academic year. Recruitment for the fourth year of this program has begun. The Taiwanese government will provide Michigan's teachers with orientation training, housing arrangements, and wages comparable to their current salaries. Each participating Michigan teacher will be paired with a Taiwanese classroom teacher. In addition to providing English language instruction, the Michigan teachers will work with Taiwanese educators to develop curriculum, prepare lesson plans and teaching materials, conduct classes, and evaluate student progress. This partnership will offer a wide range of benefits to all involved:

- Teachers will benefit from the professional development that results from the exchange of instructional practices and strategies between Michigan and Taiwan.
- Students from both nations will gain greater knowledge, appreciation, and understanding of one another's culture, language, history, interests, and lifestyle.
- Michigan and Taiwan will both benefit from the expanded communication, collaboration, and cooperation that will result from this agreement. While the program targets Michigan ELEMENTARY certified teachers, the Ministry of Education has determined that secondary English or English as a Second Language teachers may also apply.

The application for teachers who are interested is available on the MDE website at: [www.michigan.gov/teacherexchange](http://www.michigan.gov/teacherexchange) for more information, contact Ms. Krista D. Ried, at (517) 373-6791 or [RiedK@michigan.gov](mailto:RiedK@michigan.gov).

## **SCHOOL ADMINISTRATOR CERTIFICATION**

As of January 4, 2010, MCL 380.1246 mandates that a school district, public school academy (PSA) or intermediate school district (ISD) shall not continue to employ a person as a superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs unless the person meets one or more of the following requirements:

- (a) If employed as a school administrator before January 4, 2010, and the person has completed the continuing education requirements, he or she is not required to hold administrator certification.
- (b) If employed as a school administrator after January 4, 2010, the person must hold a valid school administrator certificate or be enrolled in an approved program leading to certification as a school administrator not later than six months after he or she begins the employment. The person then has three years to complete certification requirements or the school district, PSA, or ISD shall not continue to employ the person as a school administrator.

MCL 380.1246 allows administrators who were employed as administrators before January 4, 2010, to be assigned as an administrator in any capacity in any local school district, PSA or ISD statewide. Specifically, if the administrator is employed as an elementary principal, then he or she can be employed as an elementary or secondary principal or as a central office administrator in the same district, PSA, or ISD or any other district, PSA, or ISD without an administrator certificate. The employing school district, PSA, or ISD has the option of requiring school administrators who are covered by the "grandparenting" clause to hold a valid school administrator certificate or complete certification requirements as a condition of employment or continued employment. These administrators must also complete the continuing education requirements, as stipulated by section 1246(2).

If you have any questions regarding this requirement, please contact Mr. Rajah Smart, at (517) 335-6615 or email [smartr@mi.gov](mailto:smartr@mi.gov).



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

December 22, 2010

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents  
Public School Academy Directors and Authorizers

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Requirements for Administrator Certification

MCL 380.1246 mandates that a school district, public school academy (PSA) or intermediate school district (ISD) shall not continue to employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs unless the person meets one or more of the following requirements:

- (a) If employed as a school administrator before January 4, 2010, and the person has completed the continuing education requirements, he or she is not required to hold administrator certification.
- (b) If employed as a school administrator after January 4, 2010, the person must hold a valid school administrator certificate or be enrolled in a program leading to certification as a school administrator not later than six months after he or she begins the employment. The person then has three years to complete certification requirements or the school district, PSA, or ISD shall not continue to employ the person as a school administrator.

There has been some confusion regarding option (a) above, which is commonly referred to as the "grandparenting" clause. MCL 380.1246 allows administrators who were employed as administrators before January 4, 2010, to be assigned as an administrator in any capacity in any local school district, PSA or ISD statewide. Specifically, if the administrator is employed as an elementary principal, then he or she can be employed as an elementary or secondary principal or as a central office administrator in the same district, PSA, or ISD or any other district, PSA, or ISD without an administrator certificate. The employing school district, PSA, or ISD has the option of requiring school administrators who are covered by the

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"grandparenting" clause to hold a valid school administrator certificate or complete certification requirements as a condition of employment or continued employment. These administrators must also complete the continuing education requirements, as stipulated by section 1246(2).

Attached is a list of positions that require the administrator to hold a certificate or enroll in a certification program within six months of employment. If you have any questions regarding this requirement, please contact Mr. Rajah Smart at (517) 335-6615 or email [smart@mi.gov](mailto:smart@mi.gov).

Attachment

cc: Michigan Education Alliance

#### **Positions that Require an Administrator to Hold Certification**

MCL 380.1246 mandates that any person whose primary responsibility is administering instructional programs to possess a valid Michigan school administrator's certificate and specifically identifies these positions:

1. Superintendent
2. Assistant Superintendent
3. Principal
4. Assistant Principal

MCL 380.1246 also identifies "other persons whose primary responsibility is administering instructional programs." The following positions may require administrator certification, depending on responsibilities\*:

5. Early Education Services Director
6. Assistant Director of Early Education Services
7. Director of Technical and Education Center
8. Technology, Employment, and Community Services Director  
(if technology includes instructional technology)
9. Supervisor of Adult Education and Training Services
10. Supervisors/Directors of Special Education
11. Supervisor of the Math and Science Center (Technical Center)
12. Great Start Readiness Program (If they are the program administrator.  
Does not apply to GSRP classroom teachers)

\*This list is not all inclusive. The local district, public school academy, or intermediate school district must determine whether the position includes administering instructional programs.

## QUALIFICATION FOR TEACHERS OF SEXUALITY EDUCATION

The endorsements which qualify teachers to teach health, thus qualifying them to teach sexuality education, include the (MA) Health, (MX) Health, Physical Education, Recreation and Dance combined, or (KH) Family and Consumer Science endorsements. This requirement applies to all middle school and high school teachers who teach sexuality education under a secondary teaching certificate.

**Michigan Department of Education clarifies this requirement as it pertains to the following teachers:**

- Biology or life science teachers continue to be qualified by their endorsements to teach those aspects of reproductive that are detailed in the K-12 Science Standards. Local education agencies may define these classes as sexuality education classes for the purpose of review by the Sex Education Advisory Board, as detailed in Section 380.1507 of the Revised School Code.
- Special education teachers who teach sexuality education in self-contained settings shall be qualified on the successful completion of in-service training in sexuality education which is relevant to the developmental needs of their students.
- Teachers who are currently teaching sexuality education, but who do not have an appropriate endorsement, may be eligible for a permit to teach sexuality education under certain conditions as contained in the "Administrative Rules Governing the Certification of Michigan Teachers."
- These qualifications apply to the teacher of record who has been assigned to implement this component of the district curriculum. The qualifications do not apply to guest speakers, since the teacher of record is ultimately responsible for ensuring the content is consistent with state laws and district policies.

For further assistance regarding teachers of sexuality education, please go to our website at: [www.michigan.gov/healthed](http://www.michigan.gov/healthed).



## PROFESSIONAL PRACTICES

**Michigan Professional Educator's Code of Ethics can be found at:**  
[http://www.michigan.gov/documents/Code\\_of\\_Ethics\\_Layout\\_128009\\_7.pdf](http://www.michigan.gov/documents/Code_of_Ethics_Layout_128009_7.pdf)

### **Criminal Records Check for Employment**

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a Michigan State Police and Federal Bureau of Investigation criminal records check for all K-12 employees public and nonpublic schools new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been requested and the individual has signed an oath regarding their conviction status.

Additionally, Section 1230g, as amended, required all current school employees to be electronically fingerprinted between January 30, 2006, and July 1, 2008, for the purpose of undergoing a criminal history background check.

**A person may be employed prior to a criminal records check** because Section 1230 of the Revised School Code, allows for the **conditional employment** of a teacher, school administrator, school psychologist, or other personnel required to have State Board of Education (SBE) certification or approval, **provided a criminal records check as been requested by the employment school district.** In addition, each new employee **must be required** to sign a statement indicating whether or not they have been previously convicted of a criminal offense. As identified on the Conviction Disclosure form, standard language for this statement has been approved by the Michigan Office of the Attorney General. Any deviation from the standard language **is not acceptable for this purpose.** A criminal records check **includes** ordinance violations, misdemeanors, felony arrests, convictions, and traffic violations. It is recommended that the oath statement be placed on your school district's letterhead. This form is to be retained by the local district and **is not to be forwarded** to the MDE.

### **Criminal Records Checks of Substitute Teachers**

**Newly-hired substitute teachers are required to have a criminal records check.** If a person is a substitute teacher in another district and a criminal records check has been conducted, it is not necessary to have a records check done again, providing the other district agrees to accept the shared information, and the prospective employee signs a release to allow the sharing of information.

### **Criminal Records Checks of Out-of-State Graduates or Certified Teachers**

If a district employs an out-of-state graduate or holder of a teaching certificate from out of state, it is still required to conduct a Michigan criminal records check which includes a federal criminal records check.

## Procedures for Obtaining a Criminal Records Check

Criminal records checks may be obtained as follows:

- Prospective employees may be advised by the district to contact one of the approved sites for a LiveScan criminal history check, or the school district may choose to run the LiveScan if the district has the equipment and is participating in the LiveScan program.
- The school district can schedule an on-site visit with L1 Enrollment Services by calling (866) 226-2952.
- A fee of \$62.75 will be charged and is collected by L1 Enrollment Services.

## School District Fingerprinting of New Employees

If a school district wishes to fingerprint its own new employees, it **must contact the Michigan State Police**, Central Records Division at, (517) 241-0606 for information.

## Fee for the Criminal Records Check

- There will be a \$62.75 processing fee for a Michigan Department of State Police criminal records check.
- Payment of the required fee may be made by a school district for an individual, but the district is not required to pay.

## Response Time for Criminal Records Checks

Section 1230 of the Revised School Code requires a **30-day response time from the date the Michigan Department of State Police receives the request** for a criminal records check. Any questions regarding a criminal records check, should contact the Michigan Department of State Police at, (517) 241-0606.

## Employment of an Educator Who Has Been Convicted

Section 1230 of the Revised School Code requires that an individual's criminal background be checked, and it does prohibit the employment of individuals with a conviction for a listed offense. **Certified individuals who have been convicted of offenses enumerated in MCL 380.1535a (1) and (2) must be brought to the attention of the Office of Professional Preparation Services** so that a determination can be made as to whether or not action will be taken against the certificate or State Board of Education approval.

## School Districts Requirement to Notify the SBE of Convicted Teachers

Sections 380.1535a and 380.1539b require the superintendents of public schools, board presidents, chief administrative officers of nonpublic schools, or presidents of school boards to notify the State Superintendent of Public Instruction of a certified teacher, school counselor, or any employee who is required to hold a SBE approval or permit who has been convicted of any felony or certain misdemeanors as described in the statute.

# SCHOOL SAFETY LAW SUMMARY

(MCL 380.1230 – 380.1230h, MCL 380.1535a and MCL 380.1539b)

*Effective January 1, 2006*

The following requirements apply to local and intermediate school districts, public school academies and nonpublic schools:

- **"School Safety Zone" prohibits individuals convicted of a "listed offense," with some exceptions, from residing, working, or loitering within 1000 feet of school property [MCL 28.733 – 28.736].**
- The district shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender).
- A district may employ an individual who has been convicted of a non-listed offense felony only if the superintendent and school board each specifically approve the employment or work assignment in writing.
- Not later than July 1, 2008, each individual who, as of January 1, 2006, is either employed full-time or part-time or is assigned to regularly and continuously work under contract, shall to be fingerprinted for the purpose of performing a criminal history background check.
- If a person who is employed in any capacity by the district, or has applied for a position, or has had an initial criminal history check, or is regularly or continuously working under contract in a district, shall report to the Michigan Department of Education and the school district that he or she has been charged with a crime enumerated in Section 380.1535a and 380.1539b, within 3 business days after being arraigned for the crime.
- If the employee does not report the charge or conviction, he or she is guilty of an additional crime. If the non-reported charge or conviction is a felony or listed offense, the person is guilty of a felony. If the non-reported charge is a non-listed offense misdemeanor, the person is guilty of a misdemeanor.
- If the employee does not report the charge or conviction, the district may discharge the person from employment or termination of his or her contract, following notice and the opportunity of a hearing. If a collective bargaining agreement is in effect as of January 1, 2006, and the agreement is not in compliance with the requirement, the district may not discharge a person for failing to report the charge or conviction until after the expiration of that collective bargaining agreement.
- The Department of Information Technology (DIT) will work with the Department of Education (MDE) and State Police to develop and implement an automated program that will compare the list of Registered Educational Personnel (REP) with the conviction information database. If a person on the REP has been convicted of a crime, the MDE is required to notify the district indicated on the REP as the employing district. Convictions for listed offenses will require immediate dismissal of the employee.

## SUSPENSIONS/REVOCATIONS

- Upon notification, the Office of Professional Preparation Services will review the criminal conviction and initiate administrative proceedings as determined by either law or administrative rule.
- Certificate holders or those who hold State Board approval are notified of the proceedings and their right to a hearing.
- It is a criminal offense to attempt to obtain employment as a teacher using a fraudulent certificate. Upon application for employment, each certificate should be reviewed for authenticity. Any discrepancies should be reported to the MDE.

## LISTED OFFENSE

- ***A "listed offense" is a crime that requires registration as a sex offender. "Listed offense" is defined in Section 2 of the Sex Offenders Registration Act. A "listed offense" includes any of the following:***
  - Accosting, enticing, or soliciting a child for immoral purposes.
  - Involvement in child sexually abusive activity or material.
  - A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.
  - First, second, third, or fourth degree Criminal Sexual Conduct (CSC).
  - Assault with intent to commit CSC.
  - If the victim is less than 18 years of age, the crime of gross indecency (except for a juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.
  - Leading, enticing, or carrying away a child under 14 years of age.
  - Pandering.
  - Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.
  - An offense committed by a sexually delinquent person.
  - An attempt or conspiracy to commit one of the offenses listed above.
  - Any offense under the laws of the United States, any other state, or any other country or tribal or military law, that is substantially similar to a listed offense.

## Arraignment Disclosure Form

(School District or Non-Public School Name)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
School Name (Please Print)

\_\_\_\_\_  
School District (Please Print)

\_\_\_\_\_  
Position (Please Print)

\_\_\_\_\_  
Date of Arraignment (Please Print)

Pursuant to Section 380.1230d of the Revised School code, I, hereby disclose that I was arraigned on the aforementioned date for the criminal offense of

in \_\_\_\_\_ Court, located in the State of \_\_\_\_\_,  
County of \_\_\_\_\_.

In signing this form, I acknowledge that I understand that failure to disclose this information is a violation of Section 380.1230d and can result in action being taken relative to my certification and/or employment.

In signing this form, I acknowledge that I understand that should I be convicted of or pled guilty or nolo contendere (no contest) nor am I the subject of a finding of guilt by a judge or jury, it is my responsibility to disclose to the court that I am employed by a school, public or non-public. I also understand that if I am subsequently not convicted of any crime after the completion of judicial proceedings resulting from that charge, I must request, in writing, that the Michigan Department of Education and the employing school/district delete the report from my records.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send Form to:**

**Dr. Flora L. Jenkins, Director  
Office of Professional Preparation Services  
P.O. Box 30008  
Lansing, Michigan 48909**

**SCHOOL SAFETY LAW RESPONSIBILITIES**  
**of the**  
**PUBLIC AND NONPUBLIC SCHOOL**  
**ADMINISTRATORS AND SCHOOL/GOVERNING BOARDS**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	State law does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arraignment Disclosure Form with a copy submitted to the Department of Education within 3 business days after being arraigned for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	State law does not require notification to the Superintendent, the School Board, the Chief Administrator, or the Governing Board nor does it require any employment action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Though, the law does not require the Superintendent and the School Board or the Chief Administrator, and the Governing Board to take any employment action, it still requires notification to the Department of Education of the conviction.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. The Superintendent and the School Board, or for the Nonpublic Schools, the Chief Administrator and the Governing Board must agree, in writing, to hire or retain the employee.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed State Court Conviction Disclosure Form. Notification to the Department of Education of the conviction. <u>Employment is to be terminated.</u>

**SCHOOL SAFETY LAW RESPONSIBILITIES**  
of the  
**MICHIGAN DEPARTMENT OF EDUCATION**

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	State law does not require any action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must receive the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	State law does not require any action to be taken. Department will review the court documents.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the certificate and/or State Board Approval Holder that his/her certificate and/or State Board Approval may be suspended or revoked and their right to a Hearing on the matter. If they don't avail themselves to a hearing the certificate and/or State Board approval will be suspended.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must receive the completed State Court Conviction Disclosure Form. Notification to the certificate and/or State Board approval holder that his/her certificate and/or State Board approval may be suspended or revoked and of their right to a hearing on the matter. If they don't avail themselves to a Hearing the certificate and/or State Board approval will be suspended.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380.1535a(2) or 1539b(2)	Must receive the completed State Court Conviction Disclosure Form. Notification to the certificate and/or State Board approval holder that his/her certificate and/or State Board approval is summarily suspended and they may not request a hearing on the matter.

# SCHOOL SAFETY LAW RESPONSIBILITIES

of

## Certificated/State Board Approved Personnel

(Teachers, School Psychologists, School Counselors, School Social Workers)

<b>Certificated/State Board Approved Personnel</b>	<b>Action to be Taken</b>
Arraigned for a Misdemeanor Offense <b>not</b> enumerated in MCL 380.1535a and/or MCL 380 1539b	State law does not require any action to be taken.
Arraigned for a Misdemeanor offense (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide a completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Arraigned for a Felony Offense (Non-Listed Offense) enumerated in MCL 380.1535a and/or MCL 380.1539b	Must provide the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education. .
Arraigned for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722	Must provide the completed Arraignment Disclosure Form within 3 business days after being arraigned for the crime to the School Superintendent/Chief Administrator and the Department of Education.
Misdemeanor Conviction <b>not</b> enumerated in MCL 380.1535a and/or MCL 380.1539b	State law does not require any action to be taken.
Misdemeanor Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a and/or MCL 380.1539b	Must receive the completed State Court Conviction Disclosure Form. Notification to the certificate and/or State Board approval holder that his/her certificate and/or State Board approval may be suspended or revoked and their right to a hearing on the matter. If they don't avail themselves to a Hearing the certificate and/or State Board approval will be suspended.
Any Felony Conviction (Non-Listed Offense) as enumerated in MCL 380.1535a(1) and/or MCL 380.1539b(1)	Must receive the completed State Court Conviction Disclosure Form. Notification to the certificate and/or State Board approval Holder that his/her certificate and/or State Board approval may be suspended or revoked and of their right to a Hearing on the matter. If they don't avail themselves to a hearing, the certificate and/or State Board approval will be suspended.
Conviction for a Listed Offense enumerated in Section 2 of the Sex Offenders Registration Act, 1994 PA 295, MCL 28.722 or an offense enumerated in MCL 380.1535a(2) or 1539b(2)	Must receive the completed State Court Conviction Disclosure Form. Notification to the Certificate and/or State Board approval holder that his/her certificate and/or State Board approval is summarily suspended and they may not request a hearing on the matter.



# Conviction Disclosure Form

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Please Print)

Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School/District Name

Position

Pursuant to Section 380.1230a of the Revised School Code, I represent that (check all that apply):

- \_\_\_\_ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or is the subject of a finding of guilt by a judge or jury of any crime.

2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

_____Felony	_____Misdemeanor	Conviction for
_____Felony	_____Misdemeanor	Conviction for
_____Felony	_____Misdemeanor	Conviction for

3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*), and I understand that failure to disclose any subsequent convictions is considered to be a crime:

_____Felony	_____Misdemeanor	Conviction for
_____Felony	_____Misdemeanor	Conviction for
_____Felony	_____Misdemeanor	Conviction for

In signing this form, I understand and agree that:

- 4.** If I have been convicted of a Listed Offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.
- 5.** Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voidable at the option of the school.

Signature \_\_\_\_\_ Date\_\_\_\_\_

## **Approved Sites for LiveScan Criminal History Check**

As of November 2007, the following Intermediate School Districts (ISDs), Educational Service Agency (ESAs) or Regional Educational Service Agency (RESAs) have LiveScan equipment and are participating in the LiveScan Program:

**Allegan Area ESA  
Bay-Arenac ISD  
Berrien County ISD  
Eaton County ISD  
Genesee County ISD  
Gratiot-Isabella County ISD  
Ingham County ISD  
Jackson County ISD  
Kalamazoo Valley RESA  
Lenawee County ISD  
Livingston County ESA  
Macomb County ISD**

**Monroe County ISD  
Muskegon Area ISD  
Oakland Schools (ISD)  
Saginaw County ISD  
St. Clair County RESA  
Tuscola County ISD  
VanBuren County ISD  
Washtenaw County ISD**

As of November 2007, the following school districts have acquired LiveScan equipment and are participating in the LiveScan Program:

**Centerline Public Schools  
Dearborn Public Schools  
Kalamazoo Public Schools  
Lakeview Public Schools**

Please contact the Human Resources Department at the above listed ISD, ESA, RESA, or school district to inquire about dates, times, and location LiveScan Criminal History Checks are conducted.

If your school and/or district would like to schedule an on-site visit with Internet-based Test (formerly IDENTIX), please call (866) 226-2952.

Additional sites will be added as schools and ISDs acquire the LiveScan equipment and are approved by the Michigan State Police.

# NEW TEACHER INDUCTION/MENTORING GUIDELINES

## State Law

Section 380.1526 of the Revised School Code – Requires all new classroom teachers in the first 3 years of classroom teaching experience to be mentored by one or more master teachers and be provided 15 days of intensive professional development.

## Michigan State Board of Education Position Statement

*SBE believes that the New Teacher Induction/ Mentoring process is a **cooperative** arrangement between peers in which new members of the teaching profession are provided ongoing assistance and support by one or more skilled and experienced teachers. This relationship should be **collegial** in nature, and all experiences should be directed toward the development and refinement of the knowledge, skills and dispositions necessary for effective learning. This process is expected to be **mutually beneficial** for all parties involved and to result in improved instructional practice and professional performance.*

## Those Who Must be Included in New Teacher Induction/Mentoring:

NEW TEACHER IN FIRST 3 YEARS OF TEACHING	YES	NO	OPTIONAL	MDE HIGHLY RECOMMENDS
New Teacher – new to the profession beginning Fall '94	x			
New Hire – 1 or more years of experience prior to Fall '94			x	x
New Hire – Transfer adult ed with more than 3 years of experience	x			
New Hire – Out-of-state w/more than 3 years of experience			x	x
School Counselor – New to the profession			x	x
School Librarian – New to the profession			x	x
Speech Pathologist – New to the profession			x	
School Psychologist			x	
School Nurse			x	
School Social Worker			x	
Paraprofessional – New to the position				

MDE, in partnership with Michigan State University, has developed a robust set of materials to support beginning teachers. The Advocating for Strong Standards-Based Induction Support for Teachers (ASSIST) resources include information for the appropriate selection and preparation of mentors. These materials can be found at: <http://assist.educ.msu.edu/ASSIST>.

MDE Standards for Teacher Induction and Mentor Programs are available at: [http://www.michigan.gov/documents/TeacherInduction&MentoringProgramStds\\_SB\\_E\\_1\\_84349\\_7.13.04.pdf](http://www.michigan.gov/documents/TeacherInduction&MentoringProgramStds_SB_E_1_84349_7.13.04.pdf).

## Formal Programs and Evaluation Tools

Local teacher induction and mentor programs are to be formalized and aligned with the MDE standards. Annual evaluation tools need to be developed to collect program effectiveness data and to survey beginning teachers' and mentors' about their satisfaction with program components.

## **Training for Mentors**

All mentors should receive training for their role as mentor as outlined in the formal program developed at the local level. Utilizing professional development services and partnerships with regional education service agencies and intermediate school districts is encouraged.

## **Criteria for Selection of Teacher Mentors**

<http://assist.educ.msu.edu/ASSIST/school/mentor/indexmentor.htm>

## **Core Experiences for New Teachers**

Manages a class, engages communities, plans activities, leads discussions, and accesses learning. Resources available at:

<http://assist.educ.msu.edu/ASSIST/school/beginteacher/beginteachindex.html>

Additional resources, questions and answers available at:

[http://www.michigan.gov/mde/0,4615,7-140-6530\\_5683\\_5703-97354--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703-97354--,00.html)

Additional resources available at: <http://www.learnport.org>

For more information, contact Dr. Sarah-Kate LaVan, at (517) 373-7861 or [LaVanS@michigan.gov](mailto:LaVanS@michigan.gov); Ms. Donna L. Hamilton, at (517) 241-4546 or [HamiltonD3@michigan.gov](mailto:HamiltonD3@michigan.gov).

# PROFESSIONAL DEVELOPMENT FOR ALL TEACHERS

## State Law

Section 380.1526 (for new teachers) and Section 380.1527 (for experienced teachers) of the Revised School Code put the responsibility to provide professional development on the school district. (See guidelines below)

For information about Section 380.1526, Induction and Mentoring, contact: Dr. Sarah-Kate LaVan at, (517) 373-7861 or [LaVanS@michigan.gov](mailto:LaVanS@michigan.gov).

For information about Section 380.1527, Professional Development, contact: Ms. Donna L. Hamilton at, (517) 241-4546 or [HamiltonD3@michigan.gov](mailto:HamiltonD3@michigan.gov).

## Additional Requirement

Professional development days provided under Section 380.1527 **shall not** be counted toward the professional development required under Section 380.1526. (See guidelines below) Annual Record of Professional Development for Beginning Teachers and Experienced Teachers can be found at: [http://www.michigan.gov/mde/0,4615,7-140-6530\\_5683\\_5703-60168--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703-60168--,00.html).

## Professional Development Q and A

[www.michigan.gov/mde/0,1607,7-140-5234\\_5683\\_5703---,00.html](http://www.michigan.gov/mde/0,1607,7-140-5234_5683_5703---,00.html).

## A Few Guidelines for Designing Professional Development

District staff are encouraged to design professional development which:

- Serves the purpose of increasing student learning.
- Aligns with the school improvement plan.
- Is planned, ongoing, and intensive.
- In some way, such as released time or cost.

Professional development being counted as instructional time as allowed by Section 101(11), may only occur when students are not already receiving instruction.

## **U.S. DEPARTMENT OF EDUCATION Teacher-to-Teacher Initiative**

The Teacher-to-Teacher Initiative provides classroom teachers with an opportunity to experience online professional development in a manner convenient to the individual's schedule. The professional development activities include teaching algebra, reading in the content areas, differentiated instruction, turning data into information, and much more. For those teachers required to periodically renew a teaching certificate, the Teacher-to-Teacher professional development activities will qualify for continuing education units at:

<http://www.paec.org/teacher2teacher/index.asp>

Before completing these professional development offerings, Michigan educators should work with their local administrators to ensure these learning activities are approved to contribute to their professional growth plan, aligned with the school improvement plan or will assist in their pursuit of Highly Qualified status. The Teacher-to-Teacher courses should relate to one or more of Michigan's curricular standards or Grade Level content Expectations which can be found at:

[http://michigan.gov/documents/MichiganCurriculumFramework\\_8172\\_7.pdf](http://michigan.gov/documents/MichiganCurriculumFramework_8172_7.pdf) and  
[http://michigan.gov/mde/0,1607,7-140-28753\\_33232---,00.html](http://michigan.gov/mde/0,1607,7-140-28753_33232---,00.html).

If Michigan educators are interested in acquiring State Continuing Education Clock Hours (SCECH) for their work, they should secure an E-Learning certificate of completion for each session they complete on which the number of hours is indicated. Each of the completion certificates should be submitted to their local SCECH/Secure Central Registry (SCR) Sponsor to be recorded in the MDE Professional Development Information Website.

# **STATE CONTINUING EDUCATION CLOCK HOURS (SCECH) PROGRAM**

*Formerly known as the*  
STATE BOARD CONTINUING EDUCATION UNIT (SB-CEU) PROGRAM

## **What are SCECHs?**

State Continuing Education Clock Hours (SCECH) are State approved in-service, workshop, training, or conference credits that are used for the renewal of selected certificates issued by the MDE. SCECHs are the total number of contact or instructional hours.

Informational documents regarding the SCECH program can be viewed at:  
[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683-219674--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683-219674--,00.html).

## **Who is eligible to use SCECHs for certificate approval?**

Individuals who hold the following certificates and licenses are eligible to obtain and use SCECHs toward certificate/licensure renewal:

- Professional education certificate.
- Occupational education certificate.

The above certificates are renewed every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 180 SCECHs, District Provided Professional Development (DPPD), or a combination of the three.

- School psychologist certificate.
- School guidance counselor license.
- School administrator certificate.\*

The above certificates are renewed every five years. The renewal requirement includes the completion of six semester hours of appropriate coursework through an approved institution, 180 SCECHs, or a combination of both.

\*School administrators are required to complete six semester hours, 180 SCECHs, or a combination of both every five years for continued employment.

## **Significance of SCECHs**

Generic CEUs cannot be used toward renewal of the above listed certificates/licenses. Only state approved SCECH courses count toward certificate renewal. Training programs and/or conferences sponsored by an authorized provider of the International Association for Continuing Education and Training (IACET) or US Department of Education Teacher-to-Teacher Program may be eligible for SCECHs via collaborative agreements between the MDE, OPPS, and both USED and IACET.



## Attendance Requirement

SCECHs are contact-hour based. Participants must have 100% attendance at courses and complete an online offering evaluation in the Secure Central Registry (SCR). Verification of attendance is required and participants must sign-in and out and complete the online evaluation for **all** programs. Failure of a participant to fulfill the requirements will result in no SCECHs being awarded for that program.

## Non-Traditional Activities

Non-traditional professional development activities, such as those listed below, are also eligible to receive SCECH credit through your SCECH/SCR Coordinator, if approval is received:

1. Serving as a mentor teacher\*
2. Serving as a mentor principal\*
3. Serving as a mentor administrator\*
4. Serving as a supervising teacher\*
5. Serving as a supervising school psychologist\*
6. Serving as a supervising school counselor\*
7. Serving on a school or school district's PA 25 school improvement team\*
8. Serving on a school committee\*
9. Serving on a State Board appointed advisory committee
10. Serving on an approved accreditation review and/or site visit team (contact approved accrediting organization).
11. Completion of the portfolio component of the National Board for Professional Teaching Standards (90 SCECHs).
12. Completion of the certification process **and** being awarded certification from the National Board for Professional Teaching Standards (180 SCECHs).
13. Completion of the renewal process for certification from the National Board for Professional Teaching Standards (180 SCECHs).

\*A maximum of 90 SCECHs awarded in this activity in a five-year renewal period can be utilized toward advanced certificate/licensure renewal.

## Approved Sponsors and Approved SCECH Offerings

All currently approved SCECH/SCR sponsors and currently approved courses can be accessed at: [http://www.solutionwhere.com/mi\\_sbceu](http://www.solutionwhere.com/mi_sbceu).

The listing of approved courses is updated daily as sponsors submit courses for approval.

Only approved sponsors may apply directly to the MDE for approval to offer training and/or conferences for SCECHs.

Currently approved SCECH courses can be sorted by Month, by Category (content area), and by Sponsor. Click on the title of the course to view the narrative, number of SCECHs to be awarded, course dates, and the SCECH sponsor of the offering.

Individuals and private vendors may not submit SCECH program approval applications directly to the MDE. They may, however, have their program approved through an approved SCECH/SCR sponsor. This is accomplished by providing the SCECH/SCR sponsor with a detailed agenda at least 45 days prior to the start date of the offering. The SCECH/SCR coordinator will calculate eligible contact hours, submit an application to the MDE for approval, and provide the individual or private vendor with the requirements from that point forward.

## **SCECH Recordkeeping Responsibility**

Both the approved SCECH/SCR sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who are awarded SCECH credit.

The MDE maintains a central registry of awarded SCECH credit for participants in the Secure Control Registry (SCR). If the participant requires a copy verifying awarded SCECH credit, a transcript is to be obtained from the SCR at:

[http://www.solutionwhere.com/mi\\_sbceu/welcome.asp](http://www.solutionwhere.com/mi_sbceu/welcome.asp).

## **PA 96 Advisory**

It is a criminal offense to use or attempt to use a SCECH transcript or certificate of completion which is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

## **Calculating SCECHs**

*The following table helps you calculate SCECHs, district provided professional development (DPPD), and semester hours for recertification and continued employment purposes:*

<b>College Semester Credits x 30= hrs.</b>	<b>SB-CEUs x 10 = hrs.</b>	<b>Hours Earned as SCECHs</b>	<b>Hours Earned as DPPD</b>	<b>Total Needed</b>
				<b>180 hrs.</b>

Please contact your local SCECH/SCR sponsor with questions concerning a specific SCECH course or non-professional development activity.

For more information, contact Ms. Claudia Nicol, SCECH/SCR Program Administrator at, (517) 241-4928 or [MISBCEU@michigan.gov](mailto:MISBCEU@michigan.gov).

## **GRANT PROGRAMS**

### **TITLE II, PART A(3) HIGHER EDUCATION PROFESSIONAL DEVELOPMENT COMPETITIVE GRANT PROGRAM**

#### **Title II, Part A Professional Development Competitive Grant Program**

The Title II, Part A grant program is a federally-funded competitive grant program that offers assistance to higher education institutions to form partnerships with high need local districts for significant professional development projects. The projects must emphasize improvement of the preparation of teachers, strengthening the skills of teachers, and improvement of the quality of instruction in the core academic disciplines. For more information, contact Ms. Donna L. Hamilton, at (517) 241-4546 or [HamiltonD3@michigan.gov](mailto:HamiltonD3@michigan.gov).

#### **Purpose of Program**

Provides federal financial assistance to higher education institutions to form partnerships with high-need districts for significant projects designed to:

- Improve the preparation of teachers and principals;
- Strengthen the skills of teachers and principals; and
- Improve the quality of instruction and student academic achievement in the core academic disciplines.

#### **Emphasizes High Quality Professional Development**

- Tied to challenging state content and professional development standards;
- Reflects recent research on teaching and learning;
- Includes strong academic content and pedagogical components;
- Incorporates effective methods and practices for meeting the educational needs of diverse student populations;
- Is of sufficient intensity and duration to have a positive and lasting impact on the teacher's performance in the classroom;
- Is part of the everyday life of the school and creates an orientation toward continuous improvement throughout the school.

#### **Projects Address**

- The identified needs of specific districts to improve student academic achievement.

## **Eligible Applicants**

The Colleges of Education and Colleges of Arts and Science from Michigan public and independent higher education institutions are eligible to form a partnership with a high-need local district to apply for these grants on a competitive basis. An institution may apply for funding which includes - local educational agencies, private industry, museums, libraries, educational broadcasting stations, public or private nonprofit organizations of demonstrated effectiveness.

For more information, contact Ms. Donna L. Hamilton at, (517) 241-4546 or [HamiltonD3@michigan.gov](mailto:HamiltonD3@michigan.gov).

## **NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS (NBPTS) CERTIFICATION APPLICATION GRANT PROGRAM**

National Board certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. MDE makes available subsidy grant awards to support National Board certification for teachers. These funds are awarded on a competitive basis and are to be used for the fee to the National Board for Professional Teaching Standards.

Teachers who have earned National Board certification are eligible for an additional endorsement to their teaching certificate at no additional cost. The validity period of their Michigan teaching certificate will be concurrent with the validity period of the National Board certificate (approximately 10 years). The Michigan certificate fee is waived. Teachers who hold a provisional teaching certificate will be advanced to the professional education certificate with no further academic requirements.

For more information, contact Ms. Krista D. Ried, Supervisor at, (517) 373-6791 or [RiedK@michigan.gov](mailto:RiedK@michigan.gov).

## **GRANT ANNOUNCEMENT**

MDE announces the availability of awards to subsidize application for certification by the National Board for Professional Teaching Standards (NBPTS).

### **What is National Board Certification?**

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against rigorous high standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments.

### **Who is eligible to apply?**

An individual is eligible to apply for a subsidy award for National Board Certification if, at the time of application, he/she holds a baccalaureate degree, is currently teaching and has taught for a minimum of three years and has held a valid state teaching license for those three years, or taught in a school recognized and approved by the state.

### **Funds Available**

- State allocation funds for the National Board Certification grant application program (after October 1).
- Federal allocation for the Candidate Subsidy Program of the National Board for Professional Teaching Standards

### **Distribution of Funds**

- Grants of \$1,250 (federal funds and/or state funds, if available) will be awarded to eligible applicants who are selected through a competitive process and are identified on a first-come, first-served basis.

Application Deadline: December 1 of each year

For additional information and/or applications, contact:

Ms. Krista D. Ried, Supervisor  
Office of Professional Preparation Services  
Michigan Department of Education  
Phone: (517) 373-6791  
Email: [RiedK@michigan.gov](mailto:RiedK@michigan.gov)  
Website: [www.michigan.gov/OPPS](http://www.michigan.gov/OPPS) to download the application

**MICHIGAN DEPARTMENT OF EDUCATION**  
**National Board for Professional Teaching Standards**  
**Subsidy Grant Program**

**National Board Certification Subsidy Grant Application**

Michigan Department of Education (MDE) has received a subsidy grant from the National Board for Professional Teacher Standards (NBPTS) for the award of individual grants of \$1,250 toward the \$2,500 application fee for certification by the NBPTS. This award will be available to eligible applicants identified through a first-come, first-served basis.

**General information about National Board Certification**

National Board Certification is based on a demonstration of the candidate's teaching practice as measured against high and rigorous standards. It is a symbol of commitment to excellence in teaching. A National Board certificate is a credential attesting that an individual has been judged by peers as one who is accomplished, makes sound professional judgments about student learning, and acts effectively on those judgments. The "Question and Answer: What Every Teacher Should Know About the National Board Certification Process" can be ordered by calling **1-800-22-TEACH**.

**Offered on a voluntary basis, the advanced system of National Board Certification is organized around five core propositions**

- *Teachers are committed to students and their learning.*
- *Teachers know the subjects they teach, and how to teach those subjects to students.*
- *Teachers are responsible for managing and monitoring student learning.*
- *Teachers think systematically about their practice and learn from experience.*
- *Teachers are members of learning communities.*

Should the number of applicants exceed the scholarships available, an equitable plan for selection of recipient will be applied. Such selections may be based on Michigan geographic distribution of applicants, written responses to five NBPTS core propositions, willingness to mentor future applicants, and other criteria related to teaching practice deemed appropriate.

**Distribution of Funds**

Federal subsidy funds will be combined to support awards of \$1,250 each to cover half the fee for National Board Certification.

**Under no circumstances will NBPTS consider the federal subsidy award as the initial payment required for application.**

**Submission of Application for National Board Certification:** Each recipient of a subsidy award is responsible for submitting their own application for National Board Certification to NBPTS prior to making application for a subsidy grant to complete eligibility for the award.

**All grant applications will be logged by date and time of submission and screened for eligibility by staff of the OPPS, MDE. Eligible applications will be reviewed. Grants will be awarded on a first-come, first-served basis. For additional information please call Ms. Krista D. Ried, at (517) 373-6791 or [RiedK@michigan.gov](mailto:RiedK@michigan.gov).**

## RECIPROCITY/INTERSTATE AGREEMENTS

Michigan has entered into reciprocal agreements with other states to accept comparable teacher preparation programs and teaching certificates, as indicated below. However, Michigan currently employs an "open door" policy and therefore accepts any state's comparable teacher preparation program including student teaching and any state's comparable teaching certificate that is based on a teacher preparation program including student teaching. Michigan also accepts comparable teaching certificates that are based on alternative route programs provided the teacher has taught 3 years to the validity of the comparable teaching certificate since it was issued.

State	Reciprocity Agreement	State	Reciprocity Agreement
Alabama	✓	New Hampshire	✓
Alaska	✓	New Jersey	✓
Arizona		New Mexico	✓
Arkansas	✓	New York	✓
California	✓	North Carolina	✓
Colorado	✓	North Dakota	✓
Connecticut	✓	Ohio	✓
Delaware	✓	Oklahoma	✓
District of Columbia	✓	Oregon	✓
Florida	✓	Pennsylvania	✓
Georgia	✓	Rhode Island	✓
Hawaii	✓	South Carolina	✓
Idaho	✓	South Dakota	
Illinois	✓	Tennessee	✓
Indiana	✓	Texas	✓
Iowa		Utah	✓
Kansas		Vermont	✓
Kentucky	✓	Virginia	✓
Louisiana	✓	Washington	
Maine	✓	West Virginia	✓
Maryland	✓	Wisconsin	
Massachusetts	✓	Wyoming	
Michigan		Dept. of Def. Dep. Schs.	
Minnesota		American Samoa	
Mississippi	✓	Fed. States of Micronesia	
Missouri		Guam	✓
Montana	✓	Northern Marianas	
Nebraska	✓	Puerto Rico	
Nevada	✓	Virgin Islands	



## **LEGISLATIVE UPDATE**

### **DISTRICT REPORTING REQUIREMENTS**

- 388.1619.1 (3) A district or intermediate district shall comply with all applicable reporting requirements specified in state and federal law. Data provided to the center, in a form and manner prescribed by the center, shall be aggregated and disaggregated as required by state and federal law.
- (4) Each district shall furnish to the center not later than 7 weeks after the pupil membership count day, in a manner prescribed by the center, the information necessary for the preparation of the district and high school graduation report. The center shall calculate an annual graduate and pupil dropout rate for each high school, each district, and this state, in compliance with nationally recognized standards for these calculations. The center shall report all graduation and dropout rates to the senate and house education committees and appropriations committees, the state budget director, and the department not later than June 1 of each year.
- (5) A district shall furnish to the center, in a manner prescribed by the center, information related to educational personnel as necessary for reporting required by state and federal law.
- (6) If a district or intermediate district fails to meet the requirements of subsection (2), (3), (4), or (5) the department shall withhold 5% of the total funds for which the district or intermediate district qualifies under the act until the district or intermediate district complies with all of those subsections. If the district or intermediate district does not comply with all of those subsections by the end of the fiscal year, the department shall place the amount withheld in an escrow account until the district or intermediate district complies with all of those subsections.

## **DISTRICT CONTRACTS and PARTNERSHIPS**

- 380.1236a (1) The board of a school district or intermediate school district may enter into a contract with a person or entity to furnish substitute teachers to the school district or intermediate school district as necessary to carry out the operations of the school district or intermediate school district.
- (2) A contract entered into under this section shall include the following provisions:
- (a) Assurance that the person or entity will furnish the school district or intermediate school district with qualified teachers in accordance with this act and rules promulgated under this act.
  - (b) Assurance that the person or entity will not furnish to the school district or intermediate school district any teacher who, if employed directly by the school district or intermediate school district, would be ineligible for employment by the school district or intermediate school district as a substitute teacher under this act.
  - (c) A description of the level of compensation and fringe benefits to be provided to employees of the person or entity who are assigned to the school district or intermediate school district under the contract.
  - (d) A description of the type and amounts of insurance coverage to be secured and maintained by the person or entity and the school district or intermediate school district under the contract.
  - (e) Assurance that the person or entity, before assigning an individual to serve as a substitute teacher in the school district or intermediate school district, will comply with sections 1230 and 1230a with respect to that individual to the same extent as if the person or entity were a school district employing the individual as a substitute teacher and will provide the board of the school district or intermediate school district with the criminal history record information obtained under section 1230 and with the results of the criminal records check under 1230a. The department of state police shall provide information to a person or entity requesting information under this subdivision to the same extent as if the person or entity

were a school district making the request under section 1230 or 1230a.

- (3) A school district or intermediate district that contracts with a person or entity to furnish substitute teachers under this section may purchase liability insurance to indemnify and protect the school district or intermediate school district and the person or entity against losses or liabilities incurred by the school district or intermediate school district and person or entity arising out of any claim for personal injury or property damage caused the school district or intermediate school district, its officers, employees, or agents. A school district or intermediate school district may pay premiums for the insurance out of its operating funds. The existence of any policy of insurance indemnifying the school district or intermediate school district and person or entity against liability for damages is not a waiver of any defense otherwise available to the school district or intermediate school district in the defense of the claim.
- (4) As used in this section, "entity" means a partnership, nonprofit business corporation, labor organization, limited liability company, or any other association, corporation, trust or other legal entity.

## **IMPLEMENTATION OF PUBLIC ACT 451 OF 2006 (READING DIAGNOSTICS)**

Effective July 1, 2009, satisfactory completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction is required for ALL teachers holding a provisional teaching certificate.

- This course of study is required by legislation passed in April 2006, which amends Section 1531 of the Michigan School Code 1976 PA 451 (MCL 380.1531).
- Teachers advancing to a professional education certificate after July 1, 2009, must document completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction.
- The course of study should include, but is not limited to, the following elements as determined by the department to be appropriate for the person's certification level and endorsements: interest inventories, English language learning screening, visual and auditory discrimination tools, language expression and processing screening, phonemics, phonics, vocabulary, fluency, comprehension, spelling and writing assessment tools and instructional strategies.
- Teacher preparation institutions may offer this required advanced reading course as part of the planned 18 credit hour program.
- Online courses must also have the appropriate field experiences.

For a current listing of approved institutions and coursework, go to:

[http://www.michigan.gov/documents/mde/PA\\_118\\_Web\\_chart\\_2\\_4\\_11\\_344767\\_7.pdf](http://www.michigan.gov/documents/mde/PA_118_Web_chart_2_4_11_344767_7.pdf).

### **Section 380.1531g**

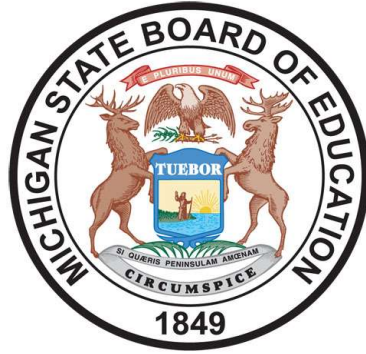
#### **Sixth Grade Extension**

Individuals holding a valid Michigan secondary teaching certificate in grades 7-12 (or 9-12), are now certified to teach grades 6-12 in the subject areas in which he/she holds endorsements on their teaching certificate.

## **Section 380.1246**

### **Administrator Certification**

- (1) A school district, public school academy, or intermediate school district shall not continue to employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person meets 1 or more of the following requirements, as applicable:
  - (a) For a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs, or a chief business official, who was employed as a school administrator in this state on or before 21 ESB 981 the effective date of the amendatory act that added this subdivision, has completed the continuing education requirements prescribed by rule under subsection (2).
  - (b) Subject to subsection (3), for a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs and who is initially employed as a school administrator in this state after the effective date of the amendatory act that added this subdivision, possesses a valid Michigan school administrator's certificate issued under section 1536.
- (2) The superintendent of public instruction shall promulgate rules establishing continuing education requirements as a condition for continued employment for persons described in subsection (1)(a). The rules shall prescribe a minimum amount of continuing education that shall be completed within 5 years after initial employment and shall be completed each subsequent 5-year period to meet the requirements of subsection (1)(a) for continued employment.
- (3) A school district, public school academy, or intermediate school district may employ as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs a person who is enrolled in a program leading to certification as a school administrator under section 1536 not later than 6 months after he or she begins the employment. A person employed as a school administrator pursuant to this subsection has 3 years to meet the certification requirements of section 1536, or the school district, public school academy, or intermediate school district shall not continue to employ the person as a school administrator described in this subsection.



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### **Michigan State Board of Education Statement of Compliance with Federal Law**

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

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